

ORDERS
OF THE
MADRAS POLICE.

VOLUME III.
FORMS FOR THE EXECUTIVE.

To accompany Volume I.

PUBLISHED BY AUTHORITY.



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1911.

FORMS.

Form No. 1.

P.Os. 48, 52, 55 AND 66.

Report upon Probationary Inspectors.
Sub-Inspectors.
Sergeants.

District

Half-year ending

Name and Substantive Appointment, with Date of Appointment to it.	Age. Date of Probationary Appointment and Posting to District.	Superintendent's Report on Character, Ability and Efficiency.	Remarks of the Deputy Inspector-General.
1	2	3	4

ORDERS OF THE MADRAS POLICE.

1	Name and House Name (in full) of each Candidate for Enlistment.	2	Village, Taluk and District.		3	Caste.	4	Profession or Previous Employment.	5	Father's Name and Profession.	6	Knowledge of English and the Vernaculars.	7	By whom Recommended.	8	Registered Heir.	9	Colour.	10	Age.	11	Feet.	12	Inches.	13	Circumference of Chest.	14	Particular Marks and left Thumb Impression.	15	Vaccinated or not.	16	Remarks of Examining Medical Officer; fit or unfit.	17	Date of Medical Examination with Initials of Medical Officer.	18	Date of Enlistment.	19	Rank and Number.	20	Initials of Superintendent.
		Height,		To be filled in by Medical Officer.																																				

On label outside : Enlistment Register.

*Roll of an undersized
overaged* *Man recommended for Enlistment.*

District.

[illegible]

Superintendent of Police.

ORDERS OF THE MADRAS POLICE.

Form No. 4.

P.O. 80.

Promotion Roll.

District

Name and Rank.	Age.	When entertained and in what Grade and Dates of subsequent Promotions, specifying the Grades to which promoted.	Educational and Departmental Tests passed.	To what Rank recommended.
1	2	3	4	5

Grounds of Recommendation.—

Superintendent of Police.

N.B.—Copies of Defaulter Sheet and Confidential Register to be attached in case of Sub-Inspectors recommended to be Inspectors.

Remarks of the Deputy Inspector-General.--

Order of the Inspector-General.—

FORM No. 5.

P.O. 82.

*Recommendation for Promotion of a Head Constable to the Rank of
Sub-Inspector.*

District.

General No.	Rank.	Name.	Caste.	Age.	Length of Service.	Rank in which enlisted.
Educational and Departmental Tests passed.		Languages which he can read and write.	Instances of Reduc- tion or Suspension, if any.		Superintendent's Remarks.	

Superintendent of Police

N.B.— Copies of Defaulter Sheet and Confidential Register to be attached.

Remarks of the Deputy Inspector-General.—

Deputy Inspector-General of Police.

Order of the Inspector-General.—

Inspector-General of Police.

Ps. 98 AND 105.

Confidential Register.

Name.

Date of Enlistment.

Age on Enlistment.

Remarks on General Character and
Conduct and Performance of Duty.

FORM No. 7.

P.Os. 98 AND 105.

Sanctioned Strength

.. { Sub-Inspectors.
Sergeants.
Head Constables.
Constables.

[illegible]

On label outside : Station Allocation Register.

FORMS.

FORM No. 8.

P.Os. 98 AND 105.

List of Detectives.

[illegible]

On label outside : List of Detectives.'

CONFIDENTIAL.

Form No. 9.

P.O. 99.

*Annual Report on Police Inspectors.
Sergeants.*

District.

30th June 19

Class Inspector
Sergeant

Enlisted

Joined

Circle on

Remarks on (1) General Character, Conduct and Qualifications ; (2) Work during past Year with reference to Prevention and Handling of Crime, Treatment of his Subordinates and General State of Circle.

By Divisional Magistrate.

By District Magistrate.

By Sub-Divisional Police Officer.

By District Superintendent of Police.

Indebtedness.

By Deputy Inspector-General.

By Inspector-General.

Form No. 10.

P.Os. 103, 107.

Weekly Report.

Weekly Report of

ending

19

PART I.—DEPARTMENTAL.

Monday

Docket

CONFIDENTIAL.

DISTRICT.

SUB-DIVISION.

Weekly Report ending

19

Despatched.

Received by Superintendent *

D. by Superintendent.*

R. by District Magistrate.

D. by District Magistrate.

R. by Deputy Inspector-General.

D. by Deputy Inspector-General

R. by Inspector-General.

Returned by Inspector-General.

Received by Deputy Inspector-General.

D. by Deputy Inspector-General.

Received by Superintendent.

Forwarded by Superintendent.*

Received by Assistant or Deputy Superintendent.

Number of stations.

Number inspected.

* For Assistant or Deputy Superintendent's reports.

Form No. 11.

P.Os. 103, 107.

PART II.—CRIME.

District.

Date of Weekly Report.

Circle Inspector's name.

Abstract.

1. No. 15 New.
2. Dacoity—Section 395, Indian Penal Code.
3. Gold and silver jewels, Rs. 500.
4. Rajahmundry or B. Circle.
5. Do. Taluk Station.
6. Gádala—6 miles.
7. 20th June 1894, midnight.
8. Rajahmundry, 21st June, 9 A.M.
9. 21st June, 11 A.M.
10. Undetected.
11. Nil.
12. „
13. „

Complainants and Witnesses—Names and residence of—

1. Narigadu—Cuddapah.
2. Venkatigadu—Peddamudiyam.
3. Narasayya—Jammalamadugu.
4. Husain Ali—Sidhout.
5. Venkanna—Piler.
- 6.
- 7.
- 8.
- 9.
- 10.

Suspected (—) and arrested (+).

1. + Ramudu—Telugu—34—Korekonda —
Dholy-bearer—21st June, 6 A.M.
2. + Muttu—Barber—25—Razole—Barber—
21st June, 7 A.M.
3. — Karuppan—Mala—27—Rajahmundry—cooly.
4. —
5. —

Explanation.

The specimen entries in the abstract above are intended to give the following information *seriatim* :—

1. Officer's Crime Register number, adding whether case is old or new.
2. Offence and provision of law.
3. Nature and value of property lost.
(In murder cases, name, sex and age of murdered persons.)
4. Circle in which crime occurred.
5. Station within limits of which it occurred.
6. Village and distance from station.
7. Date of offence with hour.

FORM No. 11--*cont.*

P.Os. 103, 107.

PART II.—CRIME—*cont.*

8. Place, date and hour of receipt of first report of crime by Police.
9. Date of receipt of report of crime by Superintendent or sub-divisional police officer.
10. Whether case convicted, discharged, under investigation, struck off as false, or undetectable.
11. Nature and value of property recovered.
12. Date of last report.
13. In murder cases, if body was sent for *post-mortem*, certified cause of death.
Complainants and witnesses—Names and residence only.
Persons suspected and arrested—Name, caste, age, residence and profession with date and hour of arrest.

N.B.—Blank sheets to be added when space on the printed form is insufficient.

Form No. 12.

P.Os. 103, 107.

WEEKLY REPORT—PART III.

WEEKLY REPORT OF FOR THE WEEK ENDING 19

A.—Crime reported in the Week.

Offence.	Crime Number.	Brief Description of each Crime—whether guilty parties known or suspected—arrested, absconding or dead. Whether personally investigated; if not, why not.
I. Murders and Culpable Homicides.	$\frac{10}{08}$	<i>Woman died of poison; husband suspected; not absconding, but evidence insufficient for arrest. Not investigated, Superintendent being engaged on the house-breaking case reported below.</i>
	$\frac{15}{08}$	<i>Komati murdered his wife owing to jealousy; committed suicide; reported undetectable.</i>
	$\frac{16}{08}$	<i>Child missing; body found strangled; jewels missing; no clue yet.</i>
II. Dacoities ..	$\frac{12}{08}$	<i>Three carts stopped and robbed by 25 people at night on the road; reported next morning at station; gang No. suspected; no arrest yet; complainants describe some of the dacoite and profess to be able to identify.</i>
	$\frac{13}{08}$	<i>House dacoity in village; night of 23rd January 1908; 10 arrests; identification fairly satisfactory; accused remanded; Head-quarters Deputy Superintendent is investigating.</i>
	$\frac{20}{08}$	<i>Field dacoity—sheepfold attacked and 10 sheep carried off; owner beaten; 5 accused identified and arrested; 8 sheep recovered, also skins and heads of others; accused charged.</i>
Offence.	Number reported in the Week.	Remarks. (Note any remarkable or peculiar Case or any Increase in this form of Crime.)
III. Robberies	2	<i>Nothing remarkable.</i>
IV. House-breakings.	4	<i>One very big case in town: cash and jewels valued at Rs. 10,000 stolen from the Sub-Registrar's house; Superintendent is investigating; no clue yet.</i>
V. Thefts	10	<i>Nothing remarkable and no big cases.</i>

FORM No. 12—cont.

P.Os. 103, 107.

VI. Other Crimes of importance.	Note any other crime or occurrence worth reporting, such as religious or agrarian riots, torture cases, etc.
	<i>Nil.</i>

B.—Pending Crimes reported in previous Weeks.

[NOTE.—All murders, culpable homicides and dacoities will be entered until finally disposed of.]

Offence.	Crime Number.	Progress.
I. Murders and Culpable Homicides.	$\frac{1}{08}$	<i>Reported undetectable.</i>
	$\frac{5}{08}$	<i>Accused committed to Sessions.</i>
	$\frac{5, 6, 7}{08}$	<i>Still under investigation. No progress to report.</i>
II. Dacoities ..	$\frac{2}{08}$	<i>Of the 15 persons arrested, 10 have been well identified and property valued at Rs. 75 has been recovered from a receiver to whom it was sold. The latter gives valuable evidence.</i> <i>The question of proceeding against him will be considered.</i>

III.—Any other Crime of previous Weeks in which the Inspector-General has desired to be kept informed of Progress.

Crime Number.	Offence.	Progress.
$\frac{500}{07}$	<i>Section 147, I.P.C.</i>	<i>Five accused convicted—sentenced each to six months' rigorous imprisonment; remainder acquitted.</i>

Crime Register of Superior Officers.

Column for letters representing Villages.	1	Complainant or 1st witness.	Column for letters representing Villages.	21	Always Inspector.
	2	2nd do.		22	Always Station-house Officer.
	3	3rd do.		23	From 23 to 28 Police Officers and other Officials.
	4	4th do.		24	
	5	5th do.		25	
	6	&c., &c.		26	
	7			27	
	8			28	
	9			29	Always Village Magistrate.
	10			30	Always magistrate.
	11			1	- Suspected or concerned.
	12			2	+ Arrested.
	13			3	-
	14			4	-
	15			5	-
	16			6	-
	17			7	-
	18			8	-
	19			9	-
	20			10	-

I	For entries in this column— <i>vide</i> Part II of Weekly Report, Form No. 11.	a	Column for Places. The name of each place is represented by the letter opposite. <i>a</i> is <i>always</i> the Scene of Crime.
II		b	
III		c	
IV		d	
V		e	
VI		f	
VII		g	
VIII		h	
IX		i	
X		j	
XI		k	
XII		l	
XIII		m	
		n	
		o	
		p	

FORM No. 13—*cont.*

Column quoting Reports and Dates of Reports in which Information is given.

Column for the Number of the Individual who makes the Statement.

Column in which all Statements are given, Persons always being represented by Numbers and
Places by Letters.

Form No. 13--*cont.*

EXPLANATION.

1. The form at the top of the left-hand page is for all *persons* connected with the case. The name of the complainant is always entered opposite 1, the name of the second witness opposite 2, and so on up to 20.

2. Police officers and officials are shown opposite the numbers 21 to 30, 21 being *always* the Circle Inspector, 22 the Station-house officer, 29 the Village Magistrate and 30 the magistrate before whom the case is placed.

3. The numbers 1—to 10—represent the persons suspected and arrested. When an arrest is made, the dash is converted into a +. In heavy dacoities the numbers for the persons concerned can be carried on the next page, where the number 1, given for the complainant, may be converted into 11—, and so on.

4. The name of a person once entered in the form is never repeated; the person is afterwards represented by the number opposite to his name.

5. Similarly all *places* are represented by letters in the column set apart for the purpose; a name once entered is never repeated.

6. The village of a person is shown by entering in a column opposite his number the letter which represents his village.

7. The column with the Roman numbers is for certain heads of information required to be given in *all* cases in Form No. 11.

8. An axiom in reporting is that all information obtained in the detection of crime must be imparted by statements. Information is obtained by a statement; if the detective officer makes a discovery, such as the finding of property, he makes a statement or report of such discovery.

9. In this system the statements given are recorded in the right-hand page. In the first column are quoted the reports and dates of such reports giving the information; in the second column the numbers of the individuals who make the statements are entered; in the third column are given the statements.

10. These statements should ordinarily be given in chronological order, commencing with the complaint or first information received of the crime. It is recommended to enter the statements in this note-book in the first person. The statements should be abbreviated as much as possible.

11. There is an index at the end of the book.

Index to Crime Register.

Case No.	Circle and Station.	Section, I.P.C.	Number of Persons arrested.	Number of Persons convicted.	Disposal of Case.	Number of Persons remaining to be ar- rested.	Disposal of absconding Accuseds.	Page.

Form No. 14.

P.O. 120

STATION INSPECTION REPORT.

Dated

19

1. Station.
2. Circle.
3. District.
4. Date of Arrival.
5. Do. of Departure.
6. Do. of last Inspection

-
1. Number, name and grade of station-house officer.
 2. Date of taking charge of station.
 3. Sanctioned strength of station.
 4. Name and class of Inspector.
 5. Date of taking charge of circle.
 6. Number of times he has inspected the station during the past twelve months.
 7. Has he made satisfactory notes in the Remark Book?
 8. Have his orders been carried out by the station-house officer?
-

Form No. 15.

P.O. 121

CIRCLE INSPECTION REPORT.

*Inspection Report on**Circle,**District.*

CLASS INSPECTOR.

(NAME) IN CHARGE OF THE CIRCLE.

1. Date on which Inspector took charge of the circle.
2. Number of stations in the circle.
3. Whether Inspector has a serviceable horse or pony, and whether he performs his inspections on horseback.
4. Number of shops under the Arms Act within the circle.
5. Whether the quarterly inspection has been regularly completed.
6. Knowledge of drill.
7. Revolver practice.
8. Whether station inspections have been regular.
9. State of Inspector's records.
10. General remarks on the state of the circle.

FORM No. 16.

P.O. 124

Report of Inspection of Stock, Premises and Books of Persons licensed under the Indian Arms Act in Forms XI, XII, XIII and XIV to manufacture, convert, keep or sell Arms, Ammunition or Military Stores. (G.O, No. 1453, Judicial, dated 30th September 1882.)

Name, Father's Name and Residence of Licensee.	Date and Form of License.	Place of Business.	Date of Inspection by Superior Officer of Police.	Remarks.

Superintendent of Police.

*Report of the Inspection held by the Inspector of Police of
declared under Rule 31 of the Rules under the Explosives Act to have been licensed under the Arms Act, for the Quarter ending*

Circle, of Shops licensed under the Arms Act and of Shops

4-2-III

1	2	3	4	5	6	7	8	9	10	11	12
Name of Licensee and Date of Inspection.	Place of Business.	Number and Date of License and the Form in which it is granted.	Description of Arms, Ammunition or Explosives.	Quantity licensed to be possessed at One Time.	Quantity licensed to be possessed for the whole Year.	Balance on hand on 1st January in the Shop and the Magazine.	Manufactured or received from 1st January to date of Inspection.	Sold from 1st January to date of Inspection.	Balance on hand on Date of Inspection in the Shop and the Magazine.	Whether Accounts Nos. 1, 2 and 4 are properly kept.	Remarks, noting whether a quantity in excess of License was ever maintained.
			Sulphur Shot Caps European gunpowder Country gunpowder Blasting powder Fireworks	Balance on hand on 1st January in the Shop and the Magazine.	Manufactured or received from 1st January to date of Inspection.	Sold from 1st January to date of Inspection.	Balance on hand on Date of Inspection in the Shop and the Magazine.	Whether Accounts Nos. 1, 2 and 4 are properly kept.	Remarks, noting whether a quantity in excess of License was ever maintained.

19 . }

*Inspector of Police,
Circle.*

Form No 18.

P.O. 147.

DISTRICT.

CIRCLE.

Inspector's Diary.

For

Place.

Dated or when written.

Despatched.

Received at Head-quarters.

Returned to Inspector.

Received by Inspector.

Retransmitted to Head-quarters.

Received at Head-quarters.

Returned to Inspector.

Received by Inspector.

Returned to Head-quarters.

Received at Head-quarters.

Filed

Enclosures.

Total No.

Particulars of Enclosures, viz.,

Station-house General Diaries, dated

Inquest Reports.

Part I. Station Crime—No. and section of cases of which précis is enclosed or Case Diaries of personal investigation attached.

Case Diaries, Nos.
Station.

„ II. Station Crime—No. and section of cases of which station-house officer's Case Diaries are attached for perusal, and remarks on crime reported.

Petition No.

Office Memo. No.

„ III. Miscellaneous.

Leave Application of No.

„ IV. Intelligence Department.

Punishment Roll of No.

„ V. Summary of work done.

Total.

Form No. 21.

Inspector's Village Roster.

Station.	Names of Villages.	January.	February.	March.	April.	May.	June.	July.	August.	September.	October.	November.	December.	Remarks.

Form No. 22.

P.O. 182.

Camp.	Date and Hour of		Distance.	Halts.		Remarks.
	Arrival.	Departure.	Miles.	Dates.	Number.	

On label outside : Inspector's Travelling Diary.

PRICE.

I N D E X .

								PAGE
PART I.								
	Constitution and sanctioned strength	24
PART II.								
	Shandies, fairs and festivals	24
PART III.								
	Premises licensed under the Arms Act	24
PART IV.								
	Buildings	25
PART V.								
	History of the Circle	25

Form No. 23—cont.

PART I.

Constitution and Sanctioned Strength.

Station.	Road Patrols.	Tappal Beas.	Total.	Villages.			Sanctioned Strength.				
				Villages.	Hamlets.	Total.	Sub-Inspectors.	Sergeants.	Head Constables.		
									1st Grade.	2nd Grade.	3rd Grade.

N.B.—Uninhabited villages should be omitted.

PART II.

Shandies, Fairs and Festivals.

Villages.	To which Station attached.	REMARKS. (Showing what Police Arrangements are usually made.)

PART III.

- (a) *Premises licensed under the Arms Act.*
 (b) *Persons licensed under the Poisons Act.*

Station and Villages.	License No. Form and Date.	Name of License Holder.	Quantity licensed.	Remarks.

FORM No. 23—*cont.*

PART IV.

Buildings.

Name of Station.

Nature of Building.

Date.	Cost of Construction.		
	RS.	A.	P.

Repairs.

Date.	Nature.	Cost.		
		RS.	A.	P.

PART V.

History of the Circle.

- A. Crime.
- B. Criminals.
- C. Preventive measures.
- D. Factions.
- E. Village Police.
- F. Liquor Shops.
- G. Native States.

FORM No. 24.

No.

To

Date _____

SUBJECT.

Form No. 24.

No.

From

T0

MEMORANDUM.

FORM No. 24.

REPLY.

No.

DISTRICT.

CIRCLE.

STATION.

67. { of Police.

On label outside: Memo. Form Book.

FORM No. 25. P.Os. 285, 397.

FORM No. 25.

No. STATION.
19 .

To THE STATION-HOUSE OFFICER,

Remarks on General Case Diary, dated

Forwarded to Office on

No. STATION.
19

Reply.

From THE INSPECTOR OF POLICE,

Circle,

To THE STATION-HOUSE OFFICER,

Remarks on General Case Diary, dated

Inspector of Police.

Station-house Officer.

On label outside : Memo. of Remarks on Diaries.

FORM No. 26.

Current Number.	Number and Date given by Office from which received.	From whom received and Date of Receipt.	Subject.	Reference : To whom. Date.	Date of Receipt of Reply.	Manner of Final Disposal with Date.
1	2	3	4	5	6	7

On label outside : Inspector's Current Register of References.

FORM No. 27.

P.O. 416.

Tappal Book.

Month and Date.	Description of Paper.	Designation and Address of Officer addressed.	If despatched by hand the Number of Constable and his Signature.	If despatched by Post, Amount of Postage.			Remarks.
1	2	3	4	5			6
				RS.	A.	P.	

On label outside : Tappal Book.

Stations.		Remarks.											
— With the In- specter.	{ Opening balance												
	{ Issued												
Station.	{ Opening balance												
	{ Received												
Station.	{ Opening balance												
	{ Received												
Total Opening Balance													
Total Receipts during the Quarter.													
Total Issues during the Quarter ..													
Balance at Close of the Quarter ..													
{ Details of	{ Receipts during the Quarter ..												
	{ Issues during the Quarter ..												

On label outside: Inspector's Register of Government Property.

FORM No. 31.

P.O. 184.

INSPECTION REPORT ON
FOR THE

QUARTER OF 19 .

STATION

Station-house Officer.— Class Sub-Inspector.*Date of taking charge.*—

19 .

Sub-Inspectors. Sergeants. Head Constables. Constables.

Sanctioned Strength ..

Present Strength ..

Present for Inspection.

Reasons for absence:—

The following subjects should always be looked into and remarked upon, *if necessary*, in the Inspector's Remark Book. The list is not an exhaustive one and Inspectors should notice any other matter which requires attention:—

1. **Drill.**—(a) Station-house officer's knowledge. (b) How the men drilled.
2. **Instruction.**—Knowledge of (a) Catechism, (b) Criminals, (c) Undetected crimes of station and surrounding stations, (d) Absconding warrantees, (e) Receivers, (f) Existing factions, (g) Village Magistrates and taliaris.
3. **Kits, Arms, Accoutrements and Furniture.**—(a) In what state? (b) Articles, or parts thereof, missing. (c) Have the missing articles been indented for?
4. **Beats.**—(a) Number of beats. (b) Number of times each beat was performed by constables. (c) Number checked by Station-house officer in preceding month. (d) Number of meetings to be effected by Station-house officer and number effected in preceding month. (e) Do constables bring back useful information? (f) Have villages been properly selected?
5. **Warrants.**—(a) Number outstanding. (b) Has property been attached?
6. **Criminals.**—(a) Number on Surveillance Register. (b) Number of History Sheets. (c) Number of persons included in (b) present. (d) Number out of view. (e) Steps taken to trace them.
7. **Gangs.**—(a) Number in station limits. (b) Whether regularly watched. (c) Whether checked by Inspector and Station-house officer and when. (d) Whether gang form is properly kept up to date.
8. **Ball Practice.**—(a) Number of men who fired. (b) Reasons why all the men did not fire.
9. **Buildings.**—(a) In what state and whether repairs are necessary. (b) Are trifling repairs executed by men? (c) Is the lock-up secure?
10. **Records.**—

D.S.P.'s or A.S.P.'s remarks.

Copy of remarks made in the Inspector's Remark Book:—

FORM No. 32—*cont.**Papers outstanding for more than a week.*

Date of Receipt.	Subject.	Reasons for Non-disposal.

FORM No. 33.

*Itinerary Report of Inspector in charge of
for*

19 .

Circle,

Name of Station.	Date of the Diary with which a Copy of Inspector's Memorandum of Instructions was sent by the Inspector.	Number of Visits.	Time spent.		Remarks.
			Days.	Hours.	

Beats Checked.

Name of the Beat.	Name of the Station to which the Beat belongs.	Date of Checking, with Hour in the case of Night Beats.

Ghâts.

Name of the Ghât.	Date of Checking.

Treasury and Sub-jail Guards.

Place.	Date of Checking.	Hour of Checking.

High Road Patrols.

Name of the Ghât.	Date of Checking	Hour of Checking.

Dates showing the Meetings with the Frontier and Adjacent Inspectors.

Names of the Circles.	Dates of Meetings effected since the Beginning of the Year.

Gangs.

District Number of the Gang.	Date of Checking.

CAMP,

19 . }

Inspector of Police.

Remarks by the Superintendent.	Inspector's Reply.

Final Order of the Superintendent.

FORM No. 34.

CIRCLE.

Return of Musketry for the Quarter ending

19 .

Station and Strength.	No. of Men practised by Inspector.	No. of Men practised by Sub-Inspector	No. of Rounds fired.	No. of Hits.	Remarks.
1	2	3	4	5	6

19 .

Inspector of Police.

FORM No. 35.

DRILL MANUAL, 145.
Circle.*Return of Revolver Practice by Inspector for the Half-year ending*

With left Hand.				With right Hand.				Remarks.
Outers.	Centres.	Bull's Eyes.	Total No. of Points.	Outers.	Centres.	Bull's Eyes.	Total No. of Points.	

19 .

Inspector.

FORM No. 36.

P.O. 149.

Return of Cases attended by Prosecuting $\frac{\text{Inspector}}{\text{Sub-Inspector}}$ in the Month of

Date.	Name of Court.	Calendar Number of Case; whether Original or Appeal.	Nature of Case and Section applying to it.	Number of Days occupied by the Case.	Number of Witnesses examined.	Result of the Case.	Remarks.

Note.—Number of days spent out of head-quarters during the month

Form No. 37.

P.O. 153.

DISTRICT.

Morning Report and Present State of Reserve Division for 19 .

	Inspection.	Sergeants.	Head constables.	Constables.	Total.	Remarks.
SANCTIONED STRENGTH.						
<i>Guards and Orderlies.</i>						
Huzur Treasury Guard						
Sub-Jail do. ...						
Sessions Court do. ...						
Office do. ...						
Orderlies .. .						
Total ...						
Armourer and Assistant .						
Present for duty ...						
Sick ...						
On leave ...						
Suspended ...						
Absent ...						
Escort ...						
Wanting to complete ...						
Grand Total * ...						

* This total must always agree with the sanctioned strength.

Form No. 37—*cont.*

Diary of A. Inspector.

1. Work done by Inspector.

For 19 .

Despatched.

Received in Head-quarter office.

Returned to Inspector.

Received by Inspector.

Returned to Head-quarter office.

Received in Head-quarter office.

Returned to Inspector.

Received by Inspector.

Returned to Head-quarter office.

Received in Head-quarter office.

Field.

2. Guards checked.

3. Miscellaneous.

Enclosures.

Treasury Guard Report for .

Sub-Jail do.

Sessions Court do.

Reserve Inspector.

[illegible]

N.B.—(1) Two sheets will be required for each section *annually*. The first sheet will contain the shooting for the 1st and 3rd quarters—30 and 12 rounds respectively, as laid down in the Drill Manual; the second sheet, 2nd and 4th quarters—also 30 and 12 rounds.

(2) (3) The vacant spaces in the heading relating to the *quarters* and *yards* should be filled in when preparing the register. *Volley* and *independent* firing should be recorded on a separate page at the beginning of the register.

On label outside: Reserve Musketry Register—M.H. Rifle.

Statement of Immoveable Property and Interests in Immoveable Property possessed, acquired or transferred during the year ending the 31st December 19 .

[*Note*.—Property in which the officer had acquired an interest before the year for which the return is submitted and in which he retained an interest during that year should be shown first, then those properties regarding which transactions took place during the year.]

Name of Officer.	Office held, and in what Department.	Date of Intertainment in the Public Service.	Nature of Property, <i>i.e.</i> , (1) Houses or without gardens) and the Uses to which they are put, (2) Lands whether used for Purposes of Agriculture, or as Gardens or for any other Purposes.	Whether acquired before or during 19 .	Whether relinquished during 19 .	Situation of Land or other Property.			Survey Number.	Extent and Assessment of Land.				From whom acquired, or in whose favour relinquished.	In whose Name registered after Acquisition or before Relinquishment.	By what Means and for what Purpose acquired.	Year, Month and Day of Deed.	Rights possessed in the Land.	Price paid or obtained for the Land.	If acquisition sanctioned by Government, Number and Date of G.O. in which Sanction was accorded.	Remarks.				
						Village.	Taluk.	District.		Dry.	Wet.	Extent.	Assessment.												
																						Extent.	Assessment.	Extent.	Assessment.
1		2		3		4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23

I do solemnly declare that I do not at this time possess either in my own name or in that of any other person and that I have not during the year 19 , acquired, or parted with, any immoveable property, or any beneficial or other interest in immoveable property, other than what is entered in this return.

(Station)

(Signature.)

(Date)

(Office.)

Note.—(1) The statement must be submitted punctually on the 15th January of each year.

(2) New acquisitions during the year to which the return relates should be entered in red ink.

(3) Particulars of any immoveable property of which an officer may have become dispossessed during the year should also be entered in the annual return.

FORM No. 42.

P.O. 395.

Station-House General Diary.

--

FORM No. 43.

P.O. 396.

MADRAS POLICE.

District.

Circle.

Station.

Station-house General Diary.

For

When and how despatched (by post or beat).

When and where received by Inspector.

Despatched by Inspector on

Received in Office on

Returned to Inspector on

Forwarded to Station on

Received in Station on

Re-submitted to Inspector on

Received at Head-Quarters on

Checked

S.H.R. Checker (date)

Filed (date).

*Manager.**Head Clerk, Sub-Division Office.**Abstract of Crimes reported.*

Station Crime Number.	Old or new and, if old, Case Diary last Page Number.	Section of Law.	Case Diary Sheets, Page Number.	Remarks.	Inspector's Number to be noted by Inspector.

Station-house Officer.

Form No. 43--cont.

Rank.	Number of Constable, Head Constable or Sub-Inspector.	Nature of Duty—to Railway Station, Patrol or Village visiting.	If to Railway Stations or on Patrol, Numbers of the Constables met and their Stations.	If Village visiting.		Remarks.	
				Names of Villages visited.	Reasons for Visit.*		
Total Actual Strength (which should correspond with the men shown above) Sanctioned Strength—			Sub-Inspector.	Sergeants.	Head Constables.	Constables.	Total.

Sub-Inspector.

* It should be confined to the following as per Police Order No. 581, and reasons should be so specified :—

- (a) Visiting villages, the authorities of which cannot, it is believed, be trusted to report information.
- (b) Visiting villages in which specially dangerous criminals or gangs, which require surveillance, reside.
- (c) Sending constables to camping grounds, chattrans, ferries, and places of public resort to pick up information from or about travellers.
- (d) Sending constables from time to time to particular villages to inquire whether bad characters have been or are in the neighbourhood.
- (e) Sending constables with orders to find out any definite piece of information.

FORM No. 48—*cont.**List of Enclosures.*

	No
General Diary for
First Information Reports, Nos.
Case Diary Nos.
Inquest Reports in Crime Nos.
Leave Applications of Constables Nos.
Leave Rolls of Constables Nos.
Petitions of Constables Nos.
Explanations of Constables Nos.
Punishment Rolls of Constables Nos.
Treasury and Sub-Jail Guard Reports for
Inspectors' Takids Nos.
Office Memos. Nos.
Magistrate's Proceedings of following dates re-submitted to Head-quarters.	

Total No. ..

Of the enclosures noted above, those marked (a) have been detached and the rest (total No.) are sent with this General Diary.

Inspector of Police,
Circle,

FORM No. 44.

P.O. 396.

GOVERNMENT RAILWAY POLICE.

List of Enclosures.

	No.	
General Diaries for		District.
First Information Reports, Nos. ...		Circle.
Case Diaries, Nos.		Station.
Inquest Reports in Crime Nos. ...		<i>Station-House General Diary.</i>
Leave Applications of Constables Nos.	For	
Leave Rolls of Constables Nos. ...	When and how despatched (by post or beat).	
Petitions of Constables Nos.	When and where received by Inspector.	
Explanations of Constables Nos. ..	Despatched by Inspector on	
Punishment Rolls of Constables Nos.	Received in Office on	
Guard Reports	Returned to Inspector on	
Inspector's Takids Nos.	Forwarded to Station on	
Office Memos. Nos.	Received in Station on	
Magistrate's Proceedings re-submitted to Head-Quarters	Resubmitted to Inspector on	
	Received at Head-Quarters on	
Total	Checked.	

S.H.R. Checker (date).

Of the enclosures noted above, those
marked (a) have been detached and the rest
(Total No.) are sent with this
General Diary.

Filed (date).

*Manager.**Head Clerk, Sub-Division Office.*

*Inspector of Police,
Circle.*

Abstract of Crimes Reported.

Station Crime Number.	Old or new and if old, Case Diary last Page Number.	Section of Law.	Case Diary Sheets, Page Number.	Remarks.	Inspector's No. (to be noted by Inspector).

Sub-Inspector of Police in charge.

P.O. 396.

Railway Police Station.

Date _____

[illegible]

Sub-Inspector.

Abstract of Crime of

Station for

Quarter

19 .

1	Total Cases.		Not Investigated under Section 157 (b), Cr. P.C.		Intentionally False Cases.		Mistaken or Non-cognizable Cases.		Pending Cases.		True Cases.					Persons.		Property.		Remarks.	28					
	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20		21	22	23	24	25	26
Offences with Sections of Law.	Reported to or taken up by Police.	Referred by Magistrate.	Total.		Referred as Intentionally False and stuck off as such, whether tried by Magistrate or not.	Charged and found Intentionally False after Trial.	Total of Cols. (6 and 7).	Referred on any Ground and struck off as Mistake of Fact or Law or as Non-cognizable, whether tried by Magistrate or not.	Charged and declared after Trial to be Mistake of Fact or Law or to be Non-cognizable.	Total of Cols. (9 and 10).	Referred and Pending Orders.	Charged and Pending Trial.	Final Report not yet Submitted.	Total of Cols. (12 + 13 + 14).	Convicted.	Discharged or Acquitted.	Reported as Undetectable.	Referred, but Orders to strike off Declined.	Compounded.	Total true Cases. (5 + 15 + 16 + 17 + 18 + 19 + 20).	Number Arrested.	Number otherwise Brought to Trial.	Number Convicted.	Of those shown in col. 24, Number sentenced by Enhanced Punishment under Section 75, I.P.C.	Lost in true Cases (i.e., col. 21 minus col. 5).	Recovered.

Note.—An abstract of all cases, except those which would come in column 3, should be made out and totalled, and a separate abstract of column 3 cases should be entered below it.

FORM No. 45—*cont.*NOTES OF INSTRUCTIONS FOR THE PREPARATION OF STATION-HOUSE
QUARTERLY ABSTRACTS OF CRIME.

The abstract for the first quarter will contain cases reported during that quarter, that for the second will include cases reported during the first quarter; the abstract for the third quarter will include cases of the two previous quarters, and that for the fourth will contain all the cases reported during the year. The abstract should show the actual state of things on the last day of the quarter.

2. All cases of previous years undisposed of at the beginning of the year will be shown *throughout* the year in a separate abstract at the head of the abstract for the current year, their disposal being shown in the quarter in which it occurs.

3. Crimes will be shown in the following order:—

• Cognizable offences under the Indian Penal Code:—

Murder	302, 396.
Culpable homicide	304.
Dacoity	395, 397, 398.
Robbery	392, 394, 397, 398.
House-breaking by night with or without theft	457 or 457 with 379, 380, 381.
House-breaking by day with or without theft	454 or 454 with 379, 380, 381.
Ordinary thefts above Rs. 5	379, 380, 381.
Ordinary thefts of and below Rs. 5	379, 380, 381.
Cattle-theft	379, 380, 381.
Other offences, sectionwar

Total ..

Non-cognizable offences under Indian
Penal Code, sectionwar
Offences under Special and Local
Laws according to Laws

Grand Total ..

Suicides.

Accidental deaths.

Accidental fires.

Cattle strayed.

Note.—Abetments punishable under Chapter V, Indian Penal Code, other than those specified in sections 115 to 120 of the Code, should be shown with the substantive offence abetted. Attempts should be shown immediately after the offence attempted.

4. Column 1 is to be filled up in manuscript and only those kinds of crime for which entries are to be made need appear in column 1, *e.g.*, if there are no murders the heading will not appear in column 1.

5. In every alternate opening of the register, a blank space will be left for the Cage Abstract.

FORM No. 45—*cont.*

The disposal of each case will be shown below the station crime number in the following manner, the following abbreviations being used :—

N.I.—Not investigated, section 157 (b), Criminal Procedure Code.

F.—Referred as intentionally false and struck off.

A.T.F.—Charged and after trial found intentionally false.

M.—Referred and struck off as mistake of fact or law.

N.C.—Referred and struck off as non-cognizable.

A.T.M.—Charged and after trial declared a mistake of fact or law.

A.T.N.C.—Charged and after trial declared non-cognizable.

R.—Referred and pending orders.

P.T.—Charged and pending trial.

U.I.—Under investigation (final report not yet submitted).

C.—Convicted.

Dis.—Discharged or acquitted.

Un.—Reported as undetectable.

R.C.R.—Referred Charge Sheet refused (*i.e.*, case referred by the Police but orders to strike off declined).

Com.—Compounded.

Dacoity	$\frac{159}{Un.}$	$\frac{183.}{M}$	$\frac{201}{N.I.}$	$\frac{208}{R.C.R.}$	$\frac{212}{F.}$	etc.
Robbery	$\frac{73}{Dis.}$	$\frac{100}{P.T.}$	$\frac{104}{C}$	$\frac{150}{A.T.F.}$	etc.	etc.
House-breaking ...	$\frac{7}{Un.}$	$\frac{21}{U.I.}$	$\frac{68}{A.T.F.}$	$\frac{79}{Dis.}$	$\frac{83}{P.T.}$	etc.
.	etc.	etc.	etc.	etc.	etc.	etc.

First Information Report.

First Information of a Cognizable Crime reported under Section 154, Cr.P.C., at Police Station

Case No.

Circle

District

No. Date and Hour of Occurrence.

To whom sent.

Date and Hour when reported.	Place of Occurrence and Distance and Direction from Police Station.	Date of Despatch from Police Station.

Date and hour of despatch.

(N.B.—A First Information must be authenticated by the signature, mark or thumb impression of informant and attested by the signature of the officer recording it.)

1 Name and Residence of Informant and Complainant.	2 Name and Residence of Accused.	3 Brief Description of Offence, with Section, and Details of Property carried off, if any.	4 Steps taken regarding Investigation, Explanation of Delay in recording Information.	5 Result of the Case.

(Signature.)
(Designation.)

(First Information to be recorded on the attached page.)
Note.—The signature, seal or mark of informant should be affixed at foot of the information.

FORM No. 47.

P.O. 269.

Express Report.

FROM THE STATION-HOUSE OFFICER OF

STATION.

To

SECTION , I.P.C.

Station.	Date and Hour of		Constables' Numbers	Explanation of Delay.	Signature of Constables.
	Receipt.	Despatch.			
1					
2					
3					
4					
5					
6					
7					

Note.—To be forwarded from one station to the other without delay.

FORM No. 48.

P.O. 281.

Case Diary.

Police Station.

District.

First Information Book No. of 19 . Case Diary No.

Date and Place of Occurrence.

OFFENCE.

Date (with hour) on which action was taken

Record of investigation.

Counterfoil.

FORM No. 49.

P.O. 401. .

Arrest Report under Section 62, Criminal Procedure Code.

1. Offence. | 2. Date of commission.
3. Names of persons arrested.

1. Taken into custody, when and by whom, distance from station.

5. Date and hour of bringing to station.

6. How disposed of, with date and hour of disposal.

19 .

Station-house Officer,
Station.

*Foil.*

FORM No. 49. .

P.O. 401.

Arrest Report under Section 62, Criminal Procedure Code.

1. Offence. | 2. Date of commission.
3. Names of persons arrested.

4. Taken into custody, when and by whom, distance from station.

5. Date and hour of bringing to station.

6. How disposed of, with date and hour of disposal.

19 .

Station-house Officer,
Station.

FORM No. 49—*cont.**Outside of Foil.**On His Majesty's Service only.*

To

THE DIVISIONAL MAGISTRATE OF

*Station-house Officer,
Station.*

FORM No. 50.

P.O. 321.

Date and Hour.		Offence and Crime Number.	Prisoner's Name, Caste, Residence and Relations.	Description of Prisoner: Age, Height, Colour, Features and Marks.	Property found on his Person—Signatures of Prisoner, Station-house Officer and Writer.	Property how disposed of.	Date, Hour and Manner of Disposal of Prisoner.	Numbers and Names of Constables escorting Prisoner.
Taken into Custody when, by whom, and Distance from Station.	Brought to Station-house.							
1	2	3	4	5	6	7	8	9

On label outside: Register of Property found in searching Prisoners.

FORM No. 52.

P.O. 342.

DISTRICT.

BAIL BOND.

Circle

Station-house.

Case No.

Date of Bail Bond

Name of Person who granted.

To appear before

at

Witnesses.

Charge

Amount of Bond, Rs.



FORM No. 52.

P.O. 342.

Bail Bond, Section 169, Criminal Procedure Code.

I, _____, of _____, being charged with the offence of

_____, and after inquiry, required to appear before the Magistrate of

(or)

and after inquiry called upon to enter into

my own recognizance to appear when required, do hereby bind myself to appear at

in the Court of _____

, on the _____

day of _____

next (or on such day as I may hereafter be required to attend)

to answer further to the said charge, and in case of my making default herein, I bind myself

to forfeit to His Majesty the King, Emperor of India, the sum of Rupees _____

Dated this _____

day of _____

19 _____

Witnesses.

Signature.

FORM No. 52--*cont.*

(Reverse.)

DISTRICT.

Bail Security Bond.

Circle

Station-house

Case No.

Date of Security Bond.

Name of the Person who stands security.

On whose account.

To appear before

at

Witnesses.

Charge

Amount of Bond, Rs .

FORM No. 52.

P.O. 342.

Bail Security Bond.

I hereby declare myself (or, we jointly and severally declare ourselves and each of us) surety (or sureties) for the abovesaid that he shall attend at in the Court of , on the day of next (or on such day as he may hereafter be required to attend), further to answer to the charge pending against him and, in case of his making default therein I hereby bind myself (or we hereby bind ourselves) to forfeit to His Majesty the King, Emperor of India, the sum of Rupees

Dated this

day of

19 .

Witnesses.

Signature.

FORM No. 53.

P.O. 362.

DISTRICT.

STATION.

Search List.

(Sections 103 and 165, Cr.P.C.)

1. Date and hour of search.

2. Number of case.

3. (a) Name of owner of house searched.

(b) Name of person searched, if any,
under section 102 (3) or 165,
Cr.P.C.

4. Village.

5. Name and rank of police officer who
conducted the search.6. Date and hour of despatch of Search
List to magistrate.

7. Date of Case Diary reporting search.

N.B.—The form which goes to Magistrate will be on foolscap size.

FORM No. 53.

P.O. 362.

STATION.

DISTRICT.

Search List.

(Sections 103 and 165, Cr.P.C.)

1. Village where search is made.

2. (a) Name of owner of house searched.

(b) Name of person searched, if any, under
section 102 (3) or 165, Cr.P.C.

3. Information on which search was made.

4.

Description of Articles found
during the Search.Approximate
Value.

RS.

A.

P.

5. Date and hour of search.

6. Date and hour of despatch of list to magis-
trate.

7. Did the house-owner attend the search ?

If not, did any one do so on his behalf ?

(No signature of house-owner or his repre-
sentative to be taken.)*Signature of Witnesses.**Signature of police officer**responsible for the search.**Note.*—If space is insufficient, description of
articles found can be continued overleaf.

FORM No. 53.

P.O. 362.

STATION.

DISTRICT.

Search List

(Sections 103 and 165, Cr.P.C.)

1. Village where search is made.

2. (a) Name of owner of house searched.

(b) Name of person searched, if any, under
section 102 (3) or 165, Cr.P.C.

3. Information on which search was made.

4.

Description of Articles found
during the Search.Approximate
Value.

RS.

A.

P.

5. Date and hour of search.

6. Date and hour of despatch of list to magis-
trate.

7. Did the house-owner attend the search ?

If not, did any one do so on his behalf ?

(No signature of house-owner or his repre-
sentative to be taken.)*Signature of Witnesses.**Signature of police officer**responsible for the search.**Note.*—If space is insufficient, description of
articles found can be continued overleaf.

Charge Sheet.

Dated 19 .

Number of charge.

Number and date of First Information.

Name of complainant or informant.

Accused persons.

(a) Forwarded in custody.

(b) Admitted to bail.

(c) Not sent for trial.

Charge.

Names of witnesses.

Property found.

Date and hour of despatch.

Signature of Investigating Officer.

Charge Sheet.

District. Charge Sheet No. 19 .
Police station First Information No. Dated Dated 19 .

1. Name, Address and Occupation of Complainant or Informant.

Names and Addresses of Accused Persons not sent up for Trial, whether arrested or not arrested, including Absconders (show in ink).	Names and Addresses of Accused Persons sent up for Trial.		Property (including; weapons) found, where, when, and by whom, found and whether forwarded to Magistrate.	Names and Addresses of Witnesses and what Point each is called to prove.	Charge or Information : Name of Offence and Circumstances connected with it in concise detail, and under what section of the Penal Code charged.
	In Custody.	On Bail or Recognizance.			
2	3	4	5	6	7

Despatched at A.M. on 19 .
P.M.
Signature of Investigating Officer.

Form No. 55.

SECTION 170, Cr.P.C.

No.

Date.

Hour of execution.

Station.

Name of person bound.

To prosecute whom, or give evidence against whom.

Where to appear.

When.

Amount of penalty.

Witnesses—

1.

2.

Officer requiring the recognizance.

Duplicate to whom delivered.

And when.

When Prosecutor or witness first appeared before the police officer.

Form No. 5b.

RECOGNIZANCE BOND FOR PROSECUTORS AND WITNESSES.

Original.

SECTION 170, CRIMINAL PROCEDURE CODE.

_____ Station Case No. _____ of 19 _____.

I, _____ do hereby bind myself to attend

at _____, in the Court of _____, at _____ o'clock

on the _____ day of _____ next, and then and there to prosecute

(or to prosecute and give evidence, or to give evidence) in the matter of a charge of

against _____, and, in case of making default herein, I bind myself to forfeit to

His Majesty the King, Emperor of India, the sum of Rupees _____

Dated this _____ day of 19 _____.

Witnesses—

1.

2.

*Signature.**Note.*—Below will be printed the duplicate in the same form.

Form No. 56.

Final Report under Section 173, Cr.P.C.

No. and date of First Information.

Name of complainant or informant.

Charge or complaint.

Property stolen, if any.

Accused person, if any.

Date and hour of arrest, if arrested.

Date and hour of release and whether on bail or
recognizance.

Property found.

Brief note of reasons for not proceeding further
with investigation.

Final orders of magistrate with date.

Date and hour of despatch.

Signature of Investigating Officer.

Form No. 56.

Final Report under Section 173, Cr.P.C.

District.

Final Report

, dated

19 .

Police Station

First Information No.

, dated

19 .

1. Name and address of complainant or informant.

2. Nature of charge or complaint.

3. Description of stolen property, if any.

4. Names and addresses of accused persons, if any.

5. If arrested, date and hour of arrest.

6. Date and hour of release and whether on bail or recognizance.

7. Property (including weapons) found, with particulars of where, when, and by whom, found
and whether forwarded to Magistrate.

8. Brief description of information or complaint, action taken by Police with result, and
reasons for not proceeding further with investigation.

Despatched at

A.M. on

P.M.

19 .

Signature of Investigating Officer.

Order of the Magistrate.

FORM No. 57.

FORM No. 57.

MADRAS POLICE.

P.O. 348.

FORM No. 57.

MADRAS POLICE.

P.O. 348.

64

ORDERS OF THE MADRAS POLICE.

DUPLICATE.

ORIGINAL.

No.

No.

Crime No.

To

On whom served.

Your complaint under section , Indian Penal Code, will be reported to the Class Magistrate of to be false under No. of the following clauses :--

(1) The complaint being false.

(1) The complaint being false.

(2) The offence being non-cognizable.

(2) The offence being non-cognizable.

(3) The complaint having been made under a mistake of law or fact.

(3) The complaint having been made under a mistake of law or fact.

Take notice that, if you wish to show cause why your complaint should not be struck off, you must appear in person or by pleader before the above-named magistrate within seven days from this date.

Take notice that, if you wish to show cause why your complaint should not be struck off, you must appear in person or by pleader before the above-named magistrate within seven days from this date.

Date of despatch of duplicate to Magistrate.

19

Investigating Officer.

19

Investigating Officer.

On label outside : Notice to Complainants in False Cases.

FORM No. 58.

P.O. 404.

Month of

Number.	By whom issued.	Nature of Process.	Name of Person entered in Process.	Date of Issue.	Date and Hour of Receipt by Police.	Date of Hearing.	Date and Hour of Endorsement for Execution.	How, when and by whom executed.	Why not executed.	Remarks.*
1	2	3	4	5	6	7	8	9	10	11

Number of processes unexecuted up to date.

* In the case of unexecuted warrants, state whether sections 87 and 88, Cr. P.C., have been put in force and give date of A List in which the name was published.

On label outside: Register of Processes.

FORM No. 59.

P.O. 404 (4).

Abstract of Processes for the Month of

19

	Summonses.					Warrants.				Remarks.
	Pending at the Beginning of the Month.	Received during the Month.	Served during the Month.	Returned Unserved.	Pending at the end of the Month.	Pending at the Beginning of the Month.	Received during the Month.	Executed during the Month.	On hand at the close of the Month.	
Cognizable cases ...										
Non-cognizable cases .										
Special and Local Laws ...										
Total ...										

Note.—To be made out in manuscript in the Process Register at the close of each month.

FORM No. 60.

P.O. 404 (3).

UNEXECUTED WARRANTS.

<i>Station.</i>		<i>Month of</i>		19			
Date of Issue.	By whom Issued.	Date of Receipt by Police.	Station to which sent for Execution and when.	Offence.	Name and Residence of Accused.	Have Cr.P.C. 87 and 88 been put in force.	Date of A List of Publication—Serial No.
1	2	3	4	5	6	7	8

19 . }

Station-house Officer.

FORM No. 61.

P.O. 405.

Consecutive Number.	Names of Persons charged, Address and Occupation.	By whom Arrested and when.	When Bailed.	Charge.	Date on which put up before Magistrate.	Sentence.	Remarks.
1	2	3	4	5	6	7	8

Note.---Loose sheets in the same form will be used as Charge Sheets.

On label outside : Register of Petty Cases.

FORM No. 62-I.

P.O. 441.

Village Crime Note Book.
of

Village.

Police Station.

District.

PART I.

Population by census of 19 .

No. of houses.

Names of outlying hamlets, with number of houses in each.

Revenue.

Market days, fairs and festivals.

Principal castes and tribes.

Names of headmen, other leaders, and village watchmen.

Headmen.	Other Leading Men.	Village Watchmen.

PART II.

Crime Register.

ORDERS OF THE MALRAS POLICE.

Serial Number as given in First Information Book.	Date of Occurrence.	Offence.	Value of Property.		Names of Persons accused or suspected, with Parentage, Caste, and Residence.	Result of Case.
			Stolen.	Recovered.		
1	2	3	4	5	6	7

FORM No. 62-III.

P.O. 443.

PART III.

Conviction Register.

No. and Jail No.	Name of Convict and Number of History Sheet, if any. Village.	Parentage and Caste. Names and Villages of relatives.	Place and Date, Court and Cal. No. of Conviction.	Offence, Station and No. Value of property. Names of Associates.	Punishment awarded and period of Surveillance	Place of Crime if committed outside Village. Complainant's Name.	Nos. and Names of two Police Officers to prove Conviction. Dates of Release and Return. P.R. Slip. No. of T.	Remarks.
1	2	3	4	5	6	7	8	9

FORM No. 62-IV.

P.O. 441.

PART IV.

Notes on crime in the village with special reference to factions, land or water disputes, presence of criminal tribes or gangs, occurrence of obstructions on, or damage to, railway line within the village, special outbreaks of crime in the village, etc.

FORM No. 62-V.

P.O. 445.

PART V.

History Sheet.

Number.	Name.	Parentage and Caste.	Age and Date of Entry.	Description.	If Finger Print or Photograph taken, Date of doing so.

FORM No. 62-V—*cont.*

Relations and Connections.

Property and Mode of earning Livelihood.

Convictions

History and Movements.

Form No. 65.

No.

Date and hour of despatch.

Name.

To where sent.

Date of reminders.

Reference to communication upon the subject.

Bad Character Roll.

Form A.

Police Station.

District.

Province.

Serial No. of Roll.

Village of Bad Character.

Name, Parentage and Caste.

Descriptive Marks.

Age.

Height.

Colour.

Description.

No. in Surveillance Register.

Serial No. of History Sheet.

Page No. of General Conviction Register.

Page No. of Part III of Village Crime Note-book.

Convictions.

P.O. 468.

Information about the Bad Character during his residence in police station.

Signed.

Designation.

ACKNOWLEDGMENT OF RECEIPT.

(This should be torn off and returned immediately on receipt of Roll.)

Bad Character Roll (Form A) No.

of police station

District

was received by me

at A.M. on the 19 .
P.M.

The person named therein has *not arrived in the limits of this police station. Enquiries are being made.

Date.

Signed.

Designation.

* If the bad character has arrived strike off the word "not".

Form No. 65—*cont.*

To

The Station-House Officer,

Police Station.

Returned to the

Station-House Officer,

Class of offences he commits.

Place to which he has gone or is alleged to have gone and for what purpose.

The relatives and associates whom he has in the above places.

Date and hour at which he left his village.

Date and hour of despatch of this roll and how sent.

Signature.

Designation.

Date.

FORM No. 66.

P.O. 468.

Bad Character Roll.

FORM B.—Roll for reporting the Arrival of a suspicious Stranger.

Police station

District

Province

Serial No. of Roll

Name, parentage, caste, occupation and residence of stranger, and any previous convictions admitted by him.

Descriptive marks.

Name of village and person with whom he is staying, with information as to his conduct and associates.

Date of arrival.

Name of police station and village from which he alleges he has come.

Date on which he alleges he left his village.

Date and hour of departure of stranger, with name of reporter.

Whether stranger is returning to his home or going elsewhere.

Date and hour of despatch of this roll, and whether sent by hand or post.

Signed.

Designation.

Date.

ACKNOWLEDGMENT OF RECEIPT.

Bad Character Roll (Form B), No. of police station
 district was received by me at
 of 19 .

A.M.
 P.M. on the

Signed.

Designation.

Date.

REPLY.

If the stranger is identified, full particulars regarding him should be entered here and the roll should then be returned to the police station of issue.

FORM No. 67.

P.O. 477 (4).

Certificate under rule 7 of the rules under section 565 (3), Criminal Procedure Code.

Convict (name), who has been ordered to notify his residence and change of residence, gave notice at this station on 19 , that he has taken up his residence in _____*
 he intends to change his residence on _____ from _____ to _____*

STATION

19

}

Station-house Officer.

* The name of the village or the town and street should be entered here.

P.R. Slip.
T.

P.R. Slip.
T.

P.R. Slip.
T.

No.

No.

No.

DISTRICT.

DISTRICT.

DISTRICT.

Date.

Date.

Date.

(1) Name.

(1) Name.

(1) Name.

(2) Father's name.

(2) Father's name.

(2) Father's name.

(3) Native village, police station and district.

(3) Native village, police station and district.

(3) Native village, police station and district.

(4) Age, height and personal marks of identification.

(4) Age, height and personal marks of identification.

(4) Age, height and personal marks of identification.

(5) Number and date of case and name of police station.

(5) Number and date of case and name of police station.

(5) Number and date of case and name of police station.

(6) Particulars of conviction (i.e., sentence, section, court, calendar number and date).

(6) Particulars of conviction (i.e., sentence, section, court, calendar number and date).

(6) Particulars of conviction (i.e., sentence, section, court, calendar number and date).

(7) Jail to which the prisoner should be transferred two months before release.

(7) Jail to which the prisoner should be transferred two months before release.

(7) Jail to which the prisoner should be transferred two months before release.

District Superintendent of Police.

District Superintendent of Police.

District Superintendent of Police.

Number { of History Sheet;
in Surveillance Register;
of page of General Conviction Register.

To { (The Superintendent of the Jail.)

To { (The District Superintendent of Police of the District to which the prisoner belongs.)

FORM No. 68—*cont.**(Reverse of duplicate.)*

(To be filled in by the Superintendent of the Jail prior to the release of the prisoner and before returning this slip as a release notice.)

1. Prisoner's No. in Jail Register.
2. Prisoner's name (in full).
3. Date on which to be released or date of death.
4. Former residence as stated in warrant—
(a) Village, (b) Police station, (c) District.
5. Proposed residence after release—
(a) Village, (b) Police station, (c) District.
6. Remission, if any, and conditions.
7. Character in Jail.
8. Names of at least two identifying Officers or Warders.

JAIL, }
19 . }

Superintendent.

Form No. 69.

P.O. 486.

*BLOCK.**Perforate every second sheet.*

MADRAS POLICE

Gang Intelligence.			Reply. Please do not detach counterfoil unless necessary.
Gang No.	of	District. Station.	
		19 .	

On label outside : Gang Intelligence Report.

FORM No. 70-I.

P.O. 487.

SHEET 1.

- | | |
|-------------------|---------------------------------|
| District. | Date on which form is prepared. |
| | Circle. |
| District Gang No. | Station. |
| Caste. | Village. |
1. How do they describe themselves ?
 2. Language.
 3. Name of headman in full.
 4. Number of male members (over 16) including convicted female or juvenile members.
 5. Number of women attached and what work they do.
 6. Number of children.
 7. Number and description of cattle possessed.
 8. Means of livelihood.
 9. Patrons and receivers (names and residence).
 10. Villages usually visited and usual haunts; also general direction of touring.
 11. General relationship with other gangs (numbers of gangs to be specified).
 12. Numbers of members of the gang who have been convicted.
 13. Members

{	Present (to be filled in with pencil).
	In Jail.
	O.V.
 14. General remarks.

FORM No. 70-II.

SHEET 2.

District.	Gang No.	Caste.
-----------	----------	--------

History of the Gang.

Points to be noted—

1. Where the gang is believed to have originated or come from. The circumstances in which first found.
2. Important festivals celebrated, where and when.
3. Name of deity to whom vows are made; names of chief shrines.
4. Where halt is usually made—close by a village in chatrams or at a distance.
5. Criminal history.
6. Crimes usually addicted to, how information is obtained, whether through members of the gang or others.
7. Methods; whether force is used, how the crime is actually executed, the part taken by each person in perpetration, description of tools or weapons used.
8. Sphere of operations.
9. Whether they travel by railway on their way to or from the commission of crime.
10. Do they themselves melt gold or get others to do it?
11. How and where do they conceal and dispose of property, *e.g.*, on their persons, locally or at a distance?
12. With persons of what other castes and with what classes of professional criminals do they join for criminal purposes?
13. Are the children employed to commit crime? If so, how?
14. Habits—whether drinking is indulged in, whether they associate with people of the lowest castes, whether the women are notoriously immoral.

FORM No. 70-III.

SHEET 3.

District.

Number.

History.

FORM No. 70-IV.

SHEET 4.

District.

Gang No.

Caste.

Personal Roll of Members.

(N.B.—One sheet for each member. No description of females need be given.)

1. Personal number (with a pencil note if O.V. or in jail); whether finger-printed.

2. Name and house name with aliases, father's name, personal property, occupation, amount of daily earning.

3. Number of women attached, with their relationship, their names and age and what work they do.

4. Number of children attached, with their relationship.

5. Description—

(a) Age (noting year).

(b) Height.

(c) Colour.

(d) Gait.

(e) Hair.

(f) Eye-brows.

(g) Whiskers.

(h) Shape of face.

(i) Eye.

(j) Mouth.

(k) Teeth.

(l) Feet or hands.

(m) General appearance.

(n) Cloth or dress usually worn.

(o) Languages known.

[N.B.—Items (d) to (l) are to be filled in only if there is any peculiarity which can tend to identification.]

(p) Moles and scars, giving measurements from salient points.

6. Relationship with the members of this gang or other gangs (noting personal and gang numbers).

7. Convictions, giving case number and section, calendar number and date, numbers and names of constables who can testify to conviction and reference to page numbers of General Conviction Register, and name of jail and jail number.

FORM No. 70-V.

SHEET 5.

District.

Gang No.

Caste.

*Individual Movements and Conduct of Personal No.**Name*

(One sheet for each person.)

Date of General Diary in which reported.	Date of Movement or Absence.	Place.	Object of the Movement; Result of Enquiry, with references to Records; enter also all noteworthy personal Actions.

District.

Gang No.

Caste.

Movements of the Gang as a Whole or in Detachments.

V-9-III

Date of General Diary in which reported.	1	2 Members of Gang who move, with total Num- ber of Women and Children moving with them.	Arrived from			Present halting place.			Proceeded to			Remarks.
			Station and Names of Con- stables accom- panying.	Village.	Date.	Station and Names of Con- stables accom- panying.	Village.	Date.	Station Numbers and Names of Con- stables accom- panying.	Village.	Date.	
			3	4	5	6	7	8	9	10	11	12

FORM No. 72.

P.O. 507.

DISTRICT No.

*Foreigner Report of**Station,**Circle.*

1. Number.
 - 2 Name.
 3. Father's name. In case of Pathans, tribe and section of tribe.
 4. Age.
 5. Descriptive marks, dress, etc.
 6. Married or single : if married, what children, name, and native place of wife.
 7. Native village, district in which situated, and in the case of Pathans the name of malik, mulla or headman of the village
 8. Names and residences of friends and relatives ; also of persons with whom he consorts.
 9. Caste and profession or means of livelihood.
 10. Previous convictions, if any.
 11. Movements, with dates and, if possible, a description of the man's line of march before he reached the district.
 12. Reasons for suspecting.
 13. Date of arrival ; wherefrom ?
 14. Date of departure ; whereto ?
-

1. Name.

2. Father's name.

3. Crime No.

4. Date of despatch.

Conviction Memo.

(For Finger Print Purposes.)

1. Name.

2. Father's name.

3. Caste.

4. Age.

Village.

5. Residence { Police station.

{ District.

6. Present conviction.

7. Previous convictions.

Form No. 73--*cont.*

General description--peculiarity of speech, gait; any malformation, loss of any limb, eye or teeth, permanent and conspicuous marks and scars.

- (1) Whether likely to commit crime outside station limits.
- (2) Whether to be shadowed on release.

Inspector.

Station-house Officer.

Order of Superintendent.

The man's convict No. is of Jail.
Finger prints taken on at

Signature of Finger Print Officer at Jail.

FORM No. 74.

P.O. 527.

Finger Print Slip.

Classification No.

RIGHT HAND.

Right Thumb.	Right Index.	Right Middle.	Right Ring.	Right Little.
(Fold.)				(Fold.)

LEFT HAND.

Left Thumb.	Left Index.	Left Middle.	Left Ring.	Left Little.
(Fold.)				(Fold.)

LEFT HAND.	RIGHT HAND.
Plain prints of the four fingers taken simultaneously.	Plain prints of the four fingers taken simultaneously.

I certify that the above prints were taken by me and that they are the prints of the convict named on the reverse.

Slip prepared on	by	Rank	District
Slip tested on	by	Rank	District

Classified at Bureau by
Tested at Bureau by

Date
Date

Form No. 74—*cont.*

Index No.

Full name with *aliases*.Father's or Husband's name with *aliases*.

Caste.

Religion.

Village.

Police Station.

District.

Province.

Apparent Age.

Years.

Prisoner's signature,
or mark, if unable to write.Left thumb to be
impressed *immedi-
ately* after signature
is written.

CONVICTIONS.

No.	Name under which convicted.	District and Court.	Date and Cal. No.	Section.	Sentence.	Jail and Jail Admission No.
1						
2						
3						
4						
5						
6						
7						
8						
9						
10						

Date.

Signature.

Place.

Rank of Officer.

FINGER PRINT SEARCH SLIP.

Form to be submitted with Finger Print Slip of unidentified person.

(To be filled in by the officer submitting the slip.)

No. , dated 19 , District.
 Name given by accused.
 Father's Name. Village.
 Police Station. District.
 Date of taking the impressions. Date of despatch of Slip.
 Section under which sent up.
 Name (in full) of the officer taking the impressions.
 Date of expiry of remand.
 Address to which Slip should be returned.

Remarks, if any.

Name & official designation in full of the officer submitting the slip.

No. S.R. of 19

(To be filled up in the Bureau.)

To THE _____

His No. , dated 19

Name given by accused.

Father's Name.

Date of receipt of Slip.

Traced (particulars to be given on the other side) or Untraced.

Remarks, if any.

MADRAS, 19 . }

Officer in charge, Finger Print Bureau.

[PRICE, 8 pies.]

(Brought up to 30th June 1914.)

Addenda and Corrigenda slips to the Police Order Book, Volume III (Forms to the Executive Manual).

TENTH LIST.

Page 90, Form No. 75.—*Insert* the following at the top of the counter-foil of the form:—

“To be returned with the Finger Print Slip for record, if the person is convicted.”

(P.G., dated 27th June 1914.)

[X—30-6-1914.]

Page 101, Form 87.—*Strike out* the following words occurring in all the three foils of the form:—“(in case of prisoner, state class of prisoners, i.e., undertrial, convict, etc., under column rank).”

(P.G., dated 25th April 1914.)

[X--30-6-1914.]

FORM No. 75—*cont.*

(To be filled up in the Bureau.)

Name under which traced.

Son of

Pigeon hole No.

Date of the receipt of Slip.

Date of reply.

Remarks, if any.

Classified by

Checked by

Searched by

Date

Officer in charge of the Finger Print Bureau.

Particulars of the Person, if traced.

Name under which traced.

Son of

Village.

Police station.

Convictions :—

Caste.

District.

References should now be made to the district where convicted to prove identity and previous convictions, and the result reported as soon as the case is disposed of. If witnesses to prove identity are not forthcoming, services of an expert should be applied for and the previous convictions proved under the amendments to sections 45 and 73, Indian Evidence Act of 1872, contained in Act V of 1899.

*Personal Assistant to the Deputy Inspector-General of Police,
Criminal Intelligence and Railways, Madras.*

ORDERS OF THE MADRAS POLICE.

Register of Finger Print References.

As given by Accused.			Law and Section under which charged.	Date on which Finger Print Slip was forwarded to the Finger Print Bureau.	Date on which Reply was received from the Finger Print Bureau.	Whether Identity was established by the Finger Print Bureau or not. If established, real Name, Father's Name, Residence and previous Convictions.	Whether Convicted in present Case or not. If convicted, Sentence and Section of Law.	Remarks.
Name.	Father's Name.	Caste and Residence.						
1	2	3	4	5	6	7	8	9

Death Report of a Convict whose F.P. Slip is on record in the Bureau.

[illegible]

Signature.

FORM No. 78.

P.O. 324.

Station.	Crime Number.	Section of Law.	Name of Prisoner.	Reasons for the use of Handcuffs.	Orders of the Superintendent of the Sub-jail.
1	2	3	4	5	6

On label outside : Register of Prisoners handcuffed.

FORM No. 79.

Serial Number.	Date.	Particulars of Arms.	By whom deposited or from whom taken.	Residence.		Signature of Station-house Officer, Owner, and a Witness when Arms are deposited.	If License obtained, when.	If License not obtained, how were Arms disposed of.	Designation of Magistrate passing Order.	Signature of Owner for return of Arms, with date.	Signature of Station-house Officer, and Date of disposing of Arms.
				Village.	Taluk.						
1	2	3	4	5	6	7	8	9	10	11	12

On label outside : Register of Arms Deposited.

Month of 19 .

Name of Duty.		Date.																																Remarks.
		1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	29	30	31		

FORM No. 84.

P.O. 707.

Beat Book for Taliaris.

Date.	Signature of Checking Officer or Person appointed to sign.

FORM No. 86.

P.O. 410.

Number of Post.	Number of Sentry posted.	At what Hour posted	Number of Rounds of Ammunition with Sentry when relieved.	Number of Prisoners.	Signature of Head Constable posting Sentry.	Signature of Sentry.	Remarks.
1	2	3	4	5	6	7	8

On label outside : Sentry Relief Book.

FORM No. 87.

No.

Name of Station.

Number of Policemen
for whom issued.

FORM No. 87. P.O. 418.

No. 19

Railway Warrant.

To THE STATION MASTER,
District.

Number and Rank of Men for whom Conveyance is required.	Date.	Amount.
Inspectors ...		
Sub-Inspectors ...		
Sergeants ...		
Head Constables...		
Constables ...		
Prisoners ...		

Nature of Duty.

Officer in charge of Police.

From

To

Signature of Officer Travelling or
in charge of Police.

Railway Company or order the sum of Rupees
as particularized above.

Credit Note.

* State whether Police, Magisterial, or Jail Prisoners.

† Officers are to fill up column 3 themselves.

The rates will be filled up in columns 5 and 6 by Station Masters or Booking Clerks, the despatching
officer or officer travelling under this warrant being responsible only for the conveyance actually
provided.

CERTIFIED that conveyance has been provided on the requisition for the numbers entered by me in
column 3 and men named in column 1.

Officer in charge of Police

No. and date of luggage ticket.

seers

Conveyance by railway is required for the undermentioned proceeding on duty from
on presentation of this warrant.

Rank.	Class to which entitled.	Number of Men actually provided with Conveyance. If any Compartments reserved, enter the Number.	Name and Number of Police officers and Nature of their Duty.	Rate of Railway Fare.	Amount	Number of Railway Ticket.
1	2	3	4	5	6	
Inspector, Sub-Inspector, Sergeant, Head Constable, * Prisoners..						
Warrant except by the authority of this No addition or alteration of any sort to be made to column 1.			Total			
For) Nature of treasure treasure) Weight of treasure escorts.) Number of free pass.						

District.

Railway Warrant.

FORM No. 87.

No.

To

THE STATION MASTER.

19

P.O. 418.

FORM No. 88.

Date and Hour of Arrival.	Date and Hour of Departure.	Inspector's Remarks.	Steps taken by the Station-House Officer.	Whether the Order has been carried out by the subsequent Visit.
1	2	3	4	5

On label outside : Inspector's Visiting Book.

FORM No. 89.

P.O. 417.

Date of Arrival.	Date of Departure.	Rank and Name of Inspecting Officer.	Remarks. (These, if lengthy, should be written right across the page.)

On label outside : Visiting Book for Superior Officers.

FORM No. 90.

P.O. 379.

DISTRICT.

STATION.

Absconding Warrantees.

Circle.	Name and Address.	For what Offence charged.	Taluk, Station and Village.	When and by what Magistrate warrant issued.	General Description— Caste, Occupation, Age, Height, Colour, Style of Features, Marks * and Clothing.	Names of Relatives and their Residence.	Where the Absconder is likely to go.	Amount of Reward offered.	Remarks—whether Sections 87 and 88 Cr.P.C., have been put in force.
1	2	3	4	5	6	7	8	9	10

* Note any peculiarities of gait, hair on head, and face, eyes, mouth, teeth, feet, hands; also shape of face—marks and scars to be measured in inches and located by measurements from points, e.g., nipple, navel, etc.

This form will be used for the following purposes:—

(1) To submit lists of proclaimed offenders to the Criminal Investigation Department for publication in the Criminal Intelligence Gazette—*vide* P.O. No. 376.

(2) To prepare the "A" List for publication as Supplement to the Police Sheet—*vide* P.O. No. 378.

(3) To prepare the manuscript list to be hung up on the station board—*vide* P.O. No. 379.

FORM No. 91.

P.O. 379(5).

"B" List.

Of the individuals published in the "A" list, the undermentioned need not be arrested : -

Circle.	Name and Address.	No. and date of "A" List in which published, and Serial No.	Reasons for Arrest being unnecessary.
1	2	3	4

FORM No. 92.

P.O. No. 376.

Descriptive Roll of Known Depredators who have passed Out of View.

District and Station.	Name and Residence.	Caste and Calling.	General Description — Age, Height, Colour, Features and Marks.	Names of Relatives and their Residence.*	Dates and particulars of Convictions.

* The name of the father must invariably be given.

FORM No. 93.

List of Undetected Crimes.

Crime Number and Date of Offence.	Offence and Complainant's Name.	Village.	Property stolen	Value		
1	2	3	4	5		
				RS.	A.	P.

FORM No. 94.

P.O. 476 (1).

*List of Persons ordered to Notify Residence and change of Residence under Section 565,
Criminal Procedure Code.*

STATION.

Name.	Village notified as Residence.	Period for which to notify.	Date of Release.	Date of Expiry of Order.
1	2	3	4	5

Form No. 95.

List of Villages.

STATION.

Village consecutive Number.	Name of Village.	Distance from Station.	(a) Whether in a beat or (b) regularly visited or (c) not.	Village Magistrate's Name.	'Taliaris' Names.
1	2	3	4	5	6

Form No. 96.

VOL. II, ORDER 33.

List of Arrack and Toddy Shops.

STATION.

License Number.	Date of Issue.	Village.	Licenseholder's Name.	Arrack Shop.	Toddy Shop.	Place (House, Tank bank, etc.).
1	2	3	4	5	6	7

FORM No. 97.

VOL. II, ORDER 33.

List of Persons licensed to sell Opium and Intoxicating Drugs

STATION.

License Number.	Date of License.	Village.	Name of License-holder.	Opium Shop	Ganja Shop.	Place of Business.
1	2	3	4	5	6	7

FORM No. 98.

List of Police Officers.

STATION.

No.	Rank.	Name.	Native Place.	Date of Enlistment	Date of Arrival to the station.	From		Who is to take charge of the station during the absence of the Station-house Officer.
						Circle.	Station.	
1	2	3	4	5	6	7		8

Form No. 99.

P.O. 412.

List of Government Property.

STATION.

Articles.	Number.	Articles.	Number.
ARMS.		OTHER PROPERTY.	
Bayonets, Musket, B.L. '476" bore	Boxes, wood, ammunition
Muskets, B.L., '476" bore	Boxes, record
Rods, cleaning, for Muskets, B.L., '476" bore	Buckets, zinc
Swords, P.M.P.	Choppers
ACCOUTREMENTS.		Crowbars
Chains for whistles	Ghurry, bell-metal
Handcuffs	Lanterns, dark
Keys for handcuffs	Lanterns, S.H.O.
Pouches, ammunition, 20 rounds	Lanterns, R.P.
Scabbards, bayonet, Muskets, B.L., '476" bore	Locks, pad, iron, with keys
Scabbards, sword, P.M.P	Mamooties
Staves	Pickaxes
Whistles	Rubber Rollers for taking Finger Prints
BOOKS OF INSTRUCTION.		Slabs, tin, for taking Finger Prints
P.O. Book, Vol. I	Seals, brass, S.H.O.
P.O. Book, Vol. II	Spades
Indian Penal Code	Stretchers
Criminal Procedure Code	Tape, measuring
Evidence Act	Targets
Station-house Officer's Guide	Target frames
Abkari Act		
Town's Nuisances Act		
Opium Act		
Arms Act		
Telegraph Act		
Salt Act		
Forest Act		
Railway Act		
Poisons Act		
FURNITURE.			
Almirahs		
Arms and Accoutrement Racks.	...		
Benches		
Boards, station name		
Boards, notice		
Chairs		
Clocks		
Desks		
Tables		

I have checked the articles in the station with the list
and found them to be correct.

Date

Station-house Officer.

Date

Inspector of Police.

FORM No. 100.

Strength of Police Guards for Prisoners.

The minimum strength of Police Guards for prisoners shall be as follows:—

For a single prisoner, two constables.

For two prisoners, two constables.

For more than two and not more than four prisoners, two constables.

For more than four and not more than six prisoners, three constables.

For more than six and not more than ten prisoners, one head constable and four constables.

In cases where a female prisoner has to be conveyed a female warder should, wherever possible, be detailed to accompany her.

FORM No. 101.

P.O. 325.

Rules Relating to the Treatment of Sick Prisoners.

(1) When a prisoner arrives seriously ill at a police station, at which medical aid is available, such aid should immediately be invoked on behalf of the prisoner. Where no medical aid is available, the prisoner should be forwarded by cart, if his condition admits of this being done, with as little delay as possible, to the next station on the line of march at which medical assistance can be obtained.

The Station-house Officer will send his bill for cart hire to the District Superintendent.

(2) Prisoners attacked by cholera in a police station should be removed from the lock-up and placed in an airy part of the station and all possible treatment applied.

FORM No. 102.

P.O. 540.

Rules Relating to the Temporary Confinement in Sub-jails of Long-term Convicts and Notorious Criminals.

When a long-term convict or notorious criminal is confined temporarily in a sub-jail or police station while under trial or otherwise, the following special precautions shall be adopted :—

(1) A special guard, consisting of three police constables, shall be engaged to maintain a strict watch over such prisoner by night and day, and such prisoner shall be locked up in a separate cell, if available.

(2) The ward in which the prisoner is confined shall be regularly searched at regular intervals, and, when a separate cell is provided, the special guard shall allow no one to approach except the jail officials, the person deputed to give the prisoner his food, the scavenger or other person specially authorised by the Superintendent of the sub-jail in writing.

(3) To enable the guard to watch the prisoner by night, a lantern shall be so placed as to throw a good light into the ward or cell. The key of the door of the ward or cell shall be kept by the officer in charge of the special guard.

(4) The prisoner shall not be detained in the sub-jail or police station for a longer period than is actually necessary, and both the Superintendent of the sub-jail and the senior police officer in charge will be held severally responsible for the safety of the prisoner.

(5) In the case of a long term convict who is confined in a sub-jail or police station under Part IX of the Prisoners Act III of 1900, or who halts at a sub-jail *en route* to a central or district jail, the further precaution of imposing fetters should be observed. The fetters should ordinarily be removed during the prisoner's actual appearance in Court, unless in the case of an exceptionally dangerous or violent prisoner it is deemed unsafe to remove them.

FORM No. 103.

P.O. 392.

Rules to be Observed by the Police when compelled to use Fire-arms to disperse Riotous Assemblies.

THE following rules based on the King's Regulations, paragraphs 62 to 68, Section VIII are published, for the guidance of police officers :—

(1) When the police party is under twenty files, it will be told off into four sections. If there should be more than twenty files, the party will be told off into more sections than four.

(2) All commands to the Police are to be given by the officer in command of the party. The Police are not, on any account, to fire excepting by word of command of their officer, who is to exercise a humane discretion respecting the extent of the line of fire.

(3) In order to guard against all misunderstanding, officers commanding police parties are, on every occasion when employed in the suppression of riots or enforcement of the law, to ensure that the *fullest warning* is given to the mob before any order is given to fire, and to take the *most effectual means* to explain beforehand to the people opposed to them that, in the event of the police party being ordered to fire, their fire will be *effective*.

(4) If the officer in command should be of opinion that a slight effort would suffice to attain the object, he is to give the word of command to one or two specified files to fire. If a greater effort should be required, he is to give the word of command to one of the sections, told off as above ordered, to fire; the fire of the other sections being kept in reserve till necessary, and when required, the fire of each of them being given by the regular word of command of the officer in command.

(5) The firing is to cease the instant it is no longer necessary. Care is to be taken not to fire upon persons separated from the crowd. It is to be observed that to fire over the heads of a crowd engaged in an illegal pursuit would have the effect of favouring the most daring and the guilty, and might have the effect of sacrificing the less daring and even the innocent.

(6) If firing should unfortunately be necessary, all police officers and constables must feel that they have a serious duty to perform; and they must perform it with coolness and steadiness and in such a manner as to be able to discontinue their fire the instant it shall be found no longer necessary.

(7) As a *warning* to rioters before firing commences—

(a) a single shot will be discharged in the air. If this is ineffective,

(b) the first round fired into a body of rioters will invariably consist of buckshot, instead of ball.

Note.—It should be clearly understood that *blank cartridge is never* to be served out to Police employed to suppress a riot.

FORM No. 104.

Directions for Treatment of Snake-bites.

1. As soon as bitten, apply a ligature or cord round the limb or part, two or three inches above the bite, and tighten it by means of a rack stick.
 2. Scarify the punctures a quarter of an inch deep with a penknife or other cutting instruments, cutting across the punctures, or excise the part to about the size of a finger-nail and let the wounds bleed freely, and apply to the bottom of the wound a hot iron or live coal, or some nitric or carbolic acid.
 3. Apply and tighten two or three ligatures at intervals of four or six inches above the first. If the bite be not on a finger or toe, or part where a ligature can be applied, pinch up the skin and cut out a circular piece as big as a finger-nail and about quarter or half inch deep, and apply hot coal or hot iron to the bottom of the wounds, or drop in nitric or carbolic acid.
 4. Give to a grown-up person an ounce of hot arrack or brandy, or rum, or whisky in an ounce of water every ten or fifteen minutes.
 5. Send at once for medical aid, or take the bitten person to the nearest medical man; should no medical man be near, if no symptoms of poisoning have appeared, the ligature should be relaxed, lest the part mortify. If symptoms of poisoning do appear, do not relax the ligature till the person be recovering from the poisoning, or until the parts become cold and livid.
 6. Suction of the wounds is likely to be beneficial, but it may be dangerous to the operator.
 7. If symptoms of poisoning set in, apply mustard poultices over the stomach and heart, continue the stimulants and give the patient fresh air freely.
 8. Do not make the patient walk about, or fatigue him.
-

FORM No. 105.

Instructions for the Use of the Lauder Brunton Lancet in Cases of Snake-bite.

- (1) Tie a ligature around the limb above the bite. This may consist of a handkerchief, a piece of cord or a strip torn from a puggri tightly twisted with a piece of stick.
 - (2) Cut freely into the punctures made by the snake's fangs, and take two or three crystals of permanganate (which will be found at one end of the instrument), place them on the wound, add a few drops of water or of spittle, if water is not available, to partly dissolve the crystals, and rub them well into the wound until it becomes blackened in appearance.
-

FORM No. 106.

Closing Level Crossing Gates.

Wherever there are level crossing gates without special watchmen in charge, it is the duty of all police officers to see that such gates are kept closed and *never tied back* by villagers or others to save themselves the trouble of having to open them.

2. At gates where there are special watchmen in charge, police interference is unnecessary.

FORM No. 107.

Warning to be Given to Sportsmen.

District officers are directed to warn sportsmen, whether Europeans or others :—

- (1) against trespassing on standing crops without consent of the owners ;
- (2) against shooting pea-fowl, or other birds or animals which are looked upon as sacred, in the vicinity of villages or habitations ;
- (3) against shooting domestic animals such as dogs or pigs ; and
- (4) generally against shooting in the immediate vicinity of villages, temples and mosques.

Form No. 108.

Rules to Regulate the Grant and Renewal of Gun Licenses under the Indian Arms Act.

* * * *

3. Applications for new licenses may be sent to the District Magistrate or to the Taluk Magistrate or the Deputy Tahsildar and Sub-Magistrate in Zamindari tracts, or to the station-house officer. Printed forms of application in the vernacular on impressed stamps will be kept for sale to the public. Applications received by the District Magistrate direct will be sent to the Taluk Magistrate or to the Deputy Tahsildar and Sub-Magistrate in Zamindari tracts for report. Taluk Magistrates and Sub-Magistrates in Zamindari tracts will forward to the Police for report only those applications which they receive, direct or through the District Magistrate, from individuals whose character, status or reputation is unknown or doubtful; they will submit all others to the District Magistrate direct with their own reports. Station-house officers will forward their reports on applications for new licenses to the District Magistrate through the Police Inspector and the Taluk Magistrate or the Sub-Magistrate in Zamindari tracts. The Taluk Magistrate or the Sub-Magistrate in Zamindari tracts will see that the correct names of the village, hamlet (if necessary) and police station, within whose limits the village is situated, are correctly entered in the application before submitting it with his report to the District Magistrate.

4. Applications for renewal of licenses should be submitted early during the last quarter of the year preceding that for which the renewal is desired, as all weapons for the possession of which renewed licenses have not been issued by the 1st January must be deposited in the police station. Printed forms of application in the vernacular on impressed stamps will be kept for sale to the public. Each application should be accompanied by the license and may be sent either to the District Magistrate direct or to one of the other officers mentioned in rule 3. Subordinate magistrates and police officers who may receive such applications should submit them at once without remark (unless some reason for refusing renewal is already known to them) to the District Magistrate direct.

* * * *

6. Licenses will be issued in printed form in the vernacular. If the District Magistrate grants a license, renews a license or declines to renew a license, he should send the license or order service-paid to the licensee, the nature of the contents being clearly noted on the cover in the vernacular (*e.g.*, "license for the possession of a gun"). If the District Magistrate, on an application for a new license, refuses to grant the license, the order of refusal should be forwarded to the applicant through the Taluk Magistrate or Sub-Magistrate in Zamindari tracts for the information of that officer.

If the license or order sent by post is returned through the Dead Letter Office, it should be sent out for delivery to the addressee through the local Taluk Magistrate or Deputy Tahsildar, Sub-Magistrate or police station-house officer.

FORM No. 109.

Information for Patients Proceeding to Coonoor for Anti-rabic Treatment at the Pasteur Institute.

Coonoor is situated on the Nilgiri Hills about 6,000 feet above sea-level and can be reached by the Nilgiri Railway from Méttupálaiyam in about four hours.

2. Méttupálaiyam is on the South-West branch of the Madras Railway and is easily accessible from all parts of Southern India. The Institute is about a mile from the Coonoor railway station.

3. *Climate*.—The temperature of Coonoor ranges between 60° F. and 75° F. from March to September and between 40° F. and 60° F. from October to February.

4. The rainfall is about 70 inches, the greater part being received during the north-east monsoon in October, November and December.

5. Persons coming from the plains require fairly warm clothing and bedding, but nothing heavy. Indigent native patients will, as far as possible, be supplied with blankets.

6. *Accommodation*.—There are several hotels and boarding-houses which are open all the year round and also a residential club.

(a) Europeans and Eurasians are not accommodated at the Institute but must make their own arrangements for board and lodging about which there is no difficulty. Persons who cannot afford hotel rates can find inexpensive lodgings in the town within three-fourths of a mile of the Institute.

(b) Well-to-do natives can find houses in convenient situations and others can arrange for lodging and meals in the town. Indigent patients can be accommodated, as far as there is room, in the free-quarters in the Institute compound and will be provided with blankets and cooking pots.

(c) British soldiers stay in the Station hospital at Wellington and are sent daily to the Institute in a tonga.

(d) Native soldiers will be accommodated in the Cantonment hospital, Wellington, and are sent daily to the Institute in a tonga.

7. *Treatment*.—Patients should proceed to Coonoor as soon as possible after being bitten, the probable date of arrival being intimated to the Director by telegraph. All treatment at the Institute is free of charge, but patients who can afford to do so are expected to contribute something towards its upkeep. The course of treatment lasts from two to three weeks according to the severity of the case, and patients are not laid up but can go about as usual having regard to the rules of life recommended. Patients should always endeavour to bring with them the brain of the animal that bit them, one-half in pure glycerine and the other half in a mixture containing 3 per cent. of bichromate of potash and 5 per cent. glacial acetic acid in distilled water.

8. *Concessions*.—The Madras and Southern Mahratta Railway grants free return tickets and the South Indian Railway grants free passes each way to indigent persons sent to the Institute at Government expense, on the presentation

to the Station-master of a certificate signed by any of the officers * authorised by Government to do so. This concession is extended to one attendant upon the patient, when such an attendant is necessary.

The travelling expenses of indigent persons not in the public service belonging to the Madras Presidency and maintenance allowance, both during the journey and while under treatment, are paid from public funds, if neither they nor their relatives can afford the expense.

* LIST OF OFFICERS EMPOWERED TO GRANT CONCESSIONS TO INDIGENT PERSONS NOT EMPLOYED IN THE PUBLIC SERVICE TO PROCEED TO THE PASTEUR INSTITUTE, CEENLOOR, FOR TREATMENT.

- | | | |
|---|---|--|
| <ul style="list-style-type: none"> (1) Commissioned Medical officers. (2) Civil Surgeons. (3) Military Assistant Surgeons. (4) Civil Assistant Surgeons and Civil Apothecaries in independent charge of hospitals. (5) Collectors. (6) Divisional officers. (7) Tahsildars. (8) Deputy Tahsildars in independent charge. (9) Officers of the Police Department of and above the rank of Deputy Superintendent of Police. (10) Sub-Registrars. (11) Sub-Assistants of Survey. | } | <p>These officers will exercise their powers only when there is no medical officer present at the station.</p> |
|---|---|--|

FORM No. 110.

P.O. 424.

Appeals to the Privy Council.

NOTIFICATION.

It is hereby notified for general information that, excepting the ordinary appeals to the Privy Council, no appeals lie in England from the decisions of Indian Courts, and that no petitioners, other than Appellants to the Privy Council prosecuting their appeals according to the prescribed rules, will obtain any hearing in England from His Majesty.

List of Records to be maintained in Police Stations.

Number.	Records.	Number.	Records.	Number.	Records.
1	General Diary.	29	Report of Death of Ex-convict.	58	List of Government Property.
2	Crime Abstract.	30	Register of Sub-Jail Prisoners Hand-cuffed.	59	Strength of Police Guards for Prisoners.
3	First Information Report.	31	Register of Licenses under the Arms Act.	60	Treatment of Sick Prisoners.
4	Case Diary.	32	Register of Arms Deposited.	61	Guards Rules.*
5	Note-books.	33	Pound Fund Register†	62	Guarding Notorious Prisoners in Sub-Jails and Lock-ups.
6	Arrest Report.	34	Duty Roster.	63	Firing on Mobs.
7	Prisoner's Search Register.	35	Beat Books.	64	Reserve Mobilization.†
8	Report of Property Seized.	36	Village Roster.	65	Treatment of Snake Bite.
9	Bail and Security Bond of Accused.	37	Sentry Relief P.C.B.	66	Use of the Lander Brunton Lancet.
10	Bail and Security Bond in Abkari Cases.	38	Memo. Form B.C.K.	67	Closing Level Crossing Gates †
11	Search List.	39	Tappal Book.	68	Warning to Sportsmen.
12	Charge Sheets.	40	Railway Warrant Book.	69	Rules regarding Grant and Renewal of Licenses.
13	Recognition Bond of Witnesses.	41	Inspector's Visiting Book.	70	Information for Patients going to the Pasteur Institute.
14	Final Report.	42	Visiting Book.	71	Appeals to Privy Council.
15	Notice to Complainant in False Cases.	43	Police Gazette File.	72	Defaulter Sheets.
16	Process Register.	44	Criminal Intelligence Gazette File.	73	Medical History Sheets.
17	Nuisance Case Register.	45	Police Sheet File.	74	List of Records kept in Stations.
18	Village Crime Note-book.	46	"A" List File.		
19	General Conviction Register.	47	General Memo. File.		
20	Surveillance Register.	48	Superintendent's Circular File.		
21	Criminal Investigation Department List of Notorious Criminals.	49	Inspector's Memo. File.		
22	Certificates under section 565, Criminal Procedure Code	50	Magistrate's Memo. File.		
23	Bad Character Roll, Form A.	51	List of Undetected Crimes.		
24	Do. do. B.	52	List of Absconding Warrantees.		
25	Gang Intelligence Report.	53	List of Persons to notify under section 565, Criminal Procedure Code.		
26	Foreigners' Roll.	54	List of Villages.		
27	Conviction Memo. for Finger Print Purposes.	55	List of Arrack and Toddy Shops.		
28	Register of Finger Print Search References.	56	List of Opium and Intoxicating Drugs Shops.		
		57	List of Police Officers.		
				1	Confidential Note-book of Suspicious Railway Servants.
				2	Notice of Arrangements for Festivals.
				3	List of Platform Posts.
				4	Scheme of Instruction.
				5	Advice Slips for Foreign Suspects.

* In stations where standing guards exist.

† In stations concerned.

‡ In stations through which railway passes.

FORM No. 112.

STATION

CIRCLE

DISTRICT.

Report of Investigation under section 174, Criminal Procedure Code, on the body of a person found dead at
of 19 . *on the*

N.B.—In framing this report the questions below should be carefully answered.

QUESTIONS.	ANSWERS.
1. Names, caste, calling and residence of persons composing the panchayat.	
2. Deceased's name, sex, age, caste, calling ; father's name and residence.	
3. By whom first found dead and when ?	
4. By whom last seen alive, where and when, and in whose company ?	
5. Height, colour and descriptive marks.	
6. Married or single : if a female, was she the only wife ?	
7. State of corpse : if any wounds, particulars thereof and list of all property found on the corpse.	
8. Minute description of exact spot where corpse was found ; if in water, depth thereof.	
If in a well—	
(a) Is the well public or private property ? If the latter to whom does it belong ?	
(b) Is it near a public road or path-way ?	
(c) Has it a parapet wall and float ?	
9. By what relatives body is recognized, and their statement shortly given ; blood relatives always to be examined, if there are any.	
10. Abstract of evidence of all other persons who may offer evidence or who may appear likely to be able to give information.	
11. Apparent cause of death.	
12. If by violence, apparently by what weapon ?	

Form No. 112—*cont.*

QUESTIONS.	ANSWERS.
13. If any persons are suspected, who and why?	
14. If corpse is not sent for medical examination, why?	
15. If corpse is sent for what purpose and by whose order, and number of constable who went with it?	
16. By whose orders corpse was buried or burnt?	
17. Opinion of the Panchayatdars as to cause and manner of death.	
18. Signatures of such of the Panchayatdars as concur in the above opinion.	
19. Station-house officer's signature.	
20. If name and residence of deceased be unknown, state what steps have been taken to ascertain the same and secure identification. To what stations have proclamations been sent?	

DISTRICT.

CIRCLE.

STATION.

Report of investigation on the dead body

of

held at

on the

of

19

.

Dated

Despatched

received

19

.

FORM No. 113.

P.O. 535 (10).

GUARD DUTY ROSTER.

Nature of Duty.	Duration of Duty.		Number and Name of Constable appointed.	Remarks.*
	From	To		
1	2	3	4	5

* The period during which each constable may, in his turn, be absent from the guard should be noted in this column.

Any entries subsequent to the writing of the roster, such as changes in the turn of duty, should be written on the reverse and signed by the officer making the entry.

19 .

Officer in charge of the Guard.

Station House Officer.

Inspector

Form No. 114—*cont.*

III.—TREASURY.

Number of Seals.	When taken Charge.	When handed over.	In what Condition.	REMARKS. (Officers present at inspection to be noted here.)

IV.—VISITS BY OFFICERS.

Designation.	Rank.	Time of Visit.	Remarks made, if any.

V.—SUMMARY OF WORK DONE BY POLICE OFFICER IN CHARGE
OF THE SUB-JAIL GUARD.

Checked.

Station-house Officer.

*Police Officer in charge of the Sub-Jail Guard.**Inspector of Police.*

MADRAS POLICE.

Passport for Men going outside the Presidency.

No.

District 19

The bearer

of the Madras Police is directed to proceed on special duty to

on special duty to

All magistrates, police officers and other public servants are earnestly requested to afford the bearer such assistance as may lie in their power in the interests of Justice.

Seal or stamp of

Head of office.

Head of Office.

FORM No. 117—*cont.*

Seen by	Office.	Date.

FORM No. 119.

P.O. 356

List of Cases in which Orders of the Magistrate have not been received up to 19 .

Station Crime No.	Section of Law and Date of Offence.	Date when			To what Magis- trate sent.	Remarks.
		Charged.	Referred.	Reported undetectable.		
1	2	3	4	5	6	7

Note.—Remarks to be entered in column 7 should be as follow :—

Disposed of.—This indicates that the case has been disposed of but proceedings have not been received.

Accused absconding.

C.S.—This indicates Committal to the Sessions.

Pending disposal.

FORM No. 120.

P.O. 427.

Statement showing Salt and Abkâri Exhibits remaining undisposed of
in the Station on the 19 .

Case Number.	Name and Residence of the Accused.	Description of Articles.	Number.	Quantity.	Depositing Officer.	Date of Deposit.
1	2	3	4	5	6	7

19 . }

Sub-Inspector of Police.

To the Inspector, Salt and Abkári Department,

Circle.

FORM No. 121—*Cancelled.*

FORM No. 122.

Application for Carriage License.

Name.

Father's Name.

Name of Street.

Door No. , Ward No.

Description of Carriage.

License for Carriage.

FORM No. 123.

License for a Hackney Carriage.

License for a Hackney Carriage issued by the Superintendent of Police, under section 8, Act III of 1879.

Register No.

Name of owner.

Residence of owner.

No. of horses or other animals to be employed in drawing carriage.

No. of passengers carriage licensed to carry.

Description of carriage.

19

*Superintendent of Police,
District.*

License for a Hackney Carriage issued by the Superintendent of Police, under section 8, Act III of 1879.

Register No.

Name of owner.

Residence of owner.

No. of horses or other animals to be employed in drawing carriage.

No. of passengers carriage licensed to carry.

Description of carriage.

19

FORM No. 124.

License for a Driver of Hackney Carriage.

License for a Driver of Hackney Carriage issued by the Superintendent of Police, under section 18, Act III of 1879.

License for a Driver of Hackney Carriage issued by the Superintendent of Police, under section 18, Act III of 1879.

No. of license.	No. of license.
Name.	Name.
Place of abode.	Place of abode.
Date of granting license.	Date of granting license.
Age of driver.	Age of driver.
Height.	Height.
Caste.	Caste.
Particular marks.	Particular marks
Description of carriage and animals licensed to drive.	Description of carriage and animals licensed to drive.
Date license will expire.	Date license will expire.

*Superintendent of Police,
District.*

1	2	3	4	5	6	Description of Carriage		9	10		11
Register Number.	Name of Owner.	Residence of Owner.	Number of Horses or other Animals to be employed in drawing Carriage.	Number of Passengers Carriage licensed to carry.	Date of License.	Four-wheeled.	Two-wheeled	Fee paid.	Daily Total.		
								RS.	A.	RS.	A.

FORM No. 126.

Number of License.		Name.	Place of Abode.	Date of granting License.	Age.	Height.		Caste.	Particular marks.	Description of Carriage and Animals licensed to drive.	Date on which License will expire.	Fee paid.	Daily Total.	Remarks.	
1	2					Feet.	Inches.								6
												RS.	A.	RS.	A.

On label outside: Register of Hackney Carriage Drivers under
Section 19, Act III of 1879.

Serial Number.	Carriage Number.	Value.	Date of Issue.	Serial Number.	Driver's Number.	Value.	Date of Issue.	Daily Total.	Remarks.
1	2	3	4	5	6	7	8	9	10
		RS. A.				RS. A.		RS. A.	

On label outside : Register showing the Sale of Duplicate Licenses of Carriages and Drivers.

HACKNEY CARRIAGE DEPARTMENT.

RECEIVED from

being the fee for the

Rs.

19 .

HACKNEY CARRIAGE DEPARTMENT.

RECEIVED from

Rupees

annas

being the fee for

Rs.

19 .

Hd. Constable.

Inspector.

On label outside : Receipt Book, Hackney Carriage Department.

FORM No. 131.

Number.	Name	License Number.	Badge Number.	When deposited.	Why deposited.	Signature.	When returned.	Signature.	Remarks.
1	2	3	4	5	6	7	8	9	10

On label outside : Deposit Register of Badges and Licenses of Drivers
for the Year 19 .

FORM No. 132.

Description of Property found.	Name and Address of the Driver, Attendant or other Person who brought Property.	Name and Address of the Owner of the Carriage in which Property was found.	Register Number of Carriage.	Date and Hour Property was brought.	Remarks.
1	2	3	4	5	6

On label outside : Unclaimed Property Book kept under Section 47,
Act III of 1879.

Date.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Receipt.	Carriage License Register.	Driver's License Register.	Carriage License Book.	Driver's License Book.	Duplicate Carriage License Book.	Duplicate Driver's License Book.	Register of Fare Cards and Books.	Account Book of Receipts.	Account Book of Expense.	Account Book of Duplicate License.	Receipt Book of Driver's License, Carriage License, etc.	Challan Book.	Reply Memo. Book.	Hackney Carriage Charge Register.	Bail Bond.	Process Register.	Register of Unclaimed Property.	Fare Card Books.	Application Forms.	Charge Sheet Forms.	White Paper.	Pencil.	Blotting Paper.	Steel Dies.	Ink Packets.	Badges for Drivers, round.	Badges for Drivers, square.	Tin Plates for Carriages.
Total receipts ...																												
Total issues ...																												
Balance on hand.																												

Date.	1	2	3	4	5	6	7	8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28
Issue.																												
Total issues ...																												

On label outside : Receipt and Issue of Books, Forms and Stationery of the Hackney Carriage Department.

Form No. 135—cont.

Abstract of Duty.

Number of Constable.	
Platform duty.	
Platform mufli duty.	
Tram mufli duty.	
Detective duty.	
Serving process.	
Sentry.	
Station in charge.	
Mobilization and special duty.	
Escort and court attendance.	
Leave.	
Sick.	
Suspension.	
No. 1 beat.	
No. 2 beat.	
No. 3 beat.	
No. 4 beat.	
No. 5 beat.	
No. 6 beat.	
No. 7 beat.	
No. 8 beat.	
Remarks.	
Total number of days.	

Form No. 136.

P.O. 634.

Railway Stations.	Beat Constable's No. and Date.	Train No. and Hour of Starting and Arrival at the distant Station.	Return Journey Train No. Hour of Starting and of Return to Police Station.	Signature of Constable or Station-master.	Crime, Occurrence or other Information.	Packets or Letters received or delivered.

List of Railway Thieves or Suspected Persons.

* Name.	Village.	Nearest Railway station.

* If convicted put C. after the name, if a K.D. put K.D.

On label outside : { Government Railway Police.
Beat Book.

Form No. 137.		Complaint Form.		Result of Inquiry.	
No.		Complaint No.		Dated	
19 .					
Station		To		Name	
From				Designation	
(Name)					
(Official Designation)					
To					
The officer in charge of Railway Police,					
Station at					
Signature of officer preferring complaint.				Signature of } S.H.O. }	
No.		dated		Date	
Counterfoil of complaint numbered and dated above received from				19	
the Station-master					
by					
Station-house officer or other police officer.					

FORM No. 138.

P.O. 643.

List of Cases reported to the Government Railway Police by the Officers of the Railway during the Month of 19 , and of those pending with the Police from previous Months.

[illegible]

Note.—Enter first cases pending from previous months.
Enter afterwards cases reported during the month.

Forwarded to
Government Railway Police, — Madras
Trichinopoly.

Railway, through the Superintendent,

Inspector of Police,
Circle.

Forwarded.

Superintendent of Police.

Name and Designation.	Father's Name.	Native Place.	Relatives and Associates.	Date of Appointment.	At what Stations employed.	Date of Order of the District Superintendent of Police.	Remarks.

On label outside : { Note-book of Suspicious Railway Servants.
Confidential. }

List of Festivals held near the Railway Line in the

Railway Police District.

1	2	3	4	5	6	Names of Junction Stations to be strengthened.	Strength required.				Strength of men to be furnished by												28					
Serial Number.	Circle.	Name of Festival and Place of Occurrence.	Probable Month of Festival.	Probable Number of Days the Festival lasts.	Chief Races likely to attend.		Sub-Inspectors.	Sergeants.	Head Constables.	Constables.	Total.	A Circle			B Circle.			C Circle.			D Circle.			G.R. District.		Remarks.		
												Sub-Inspectors.	Head Constables.	Constables	Sub-Inspectors.	Sergeants.	Head Constables.	Constables.	Sub-Inspectors.	Head Constables.	Constables.	Sub-Inspectors.	Head Constables.	Constables.	Head Constables.	Constables.		
							8	9	10	11	12	13	14	15	16	17	18	19	20	21	22	23	24	25	26	27	28	

FORM No. 141.

No.

From

To

Date

Cost

To whom provided.

FORM No. 141.

No.

District

From

To

Date

Cost

For whom provided

Signature of Station Master or Clerk.

FORM No. 141.

No.

District

From

To

Date

Cost

*Ticket Requisition.**Police Requisition for one Third-class Ticket.**Station Master or Clerk.*

No. of Railway ticket

Signature of Constable No. , Circle

FORM No. 142.

No.

From

To

Date

Number of words

Cost

By whom sent

FORM No. 142.

No.

District

From

To

Date

Number of words

Cost

By whom sent

Signature of Telegraph Clerk.

FORM No. 142.

No.

District

From

To

Date

Number of words

Cost

Signature of Constable No.

, Circle

Police Telegram Requisition.

Station Master or Clerk.

No of message

FORM No. 143.

P.O. 477.

No.

of 19 .

Place of Issue

Advice Slip of Foreign Suspect.

Name.	Nation- ality.	Descriptive Roll.	Marks.	Age and Height.	Under whose Order Suspect.	Special Remarks, if any.

*Signature and Designation of Officer
preparing Advice Slip.*

Halts.

Date From— To—	Place.	Particulars of Suspect's Doings and Movements.

The slip will be written in quadruplicate: one copy to be kept, one to pass on along with the suspect, one to be sent to the D.C.I., Simla, and one to the P.A.C.I.D., Madras. On the suspect leaving the country, the second will be forwarded to the D.C.I.

Journeys.

Date.	Ticket Number and Class From— To—	Place of Transfer or Change.	Signature of Officer taking Charge.	Remarks.	Date.	Ticket Number and Class From— To—	Place of Transfer or Change.	Signature of Officer taking Charge.	Remarks.

Note.—Officer taking charge to give receipt in note-book of officer giving charge.



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(Brought up to 31st December 1914.)

Addenda and Corrigenda Slips to the Police Order Book, Volume III (Forms to the Executive Manual).

ELEVENTH LIST.

Page 102.—*Substitute* the following for Form No. 88:—

Form No. 88.

CIRCLE INSPECTOR'S VISITING BOOK.

Date and hour of arrival and departure.	Inspector's remarks on inspection and instruction to Station-House Officer.	Steps taken by Station-House Officer on the orders given by Inspector.	Remarks of Inspector and Station-House Officer's reply.

N.B.—The revised form should be brought into use after the stock of old forms is exhausted.

(P.G., dated 14th November 1914.)

[XI—31-12-14.]

(Brought up to 31st March 1915.)

Addenda and Corrigenda Slips to the Police Order Book, Volume III (Forms to the Executive Manual).

TWELFTH LIST.

Page 93, Form No. 77.—Substitute the following for the present form :—
FORM No. 77.

DEATH REPORT OF A CONVICT WHOSE FINGER-PRINT SLIP IS ON RECORD IN THE BUREAU.

FORM 77.

DEATH REPORT OF A CONVICT WHOSE
FINGER-PRINT SLIP IS ON RECORD
IN THE BUREAU.

1. Name.
2. Father's name.
3. Residence.
4. Details of last conviction.
5. Date of death.
6. Jail No.
7. Date of despatch to Finger-print Bureau.

Police B 19:

FORM 77.

DEATH REPORT OF A CONVICT WHOSE
FINGER-PRINT SLIP IS ON RECORD
IN THE BUREAU.

1. Name.
2. Father's name.
3. Residence—(1) Village.
(2) Police station.
(3) District.
4. Last conviction—(1) Court.
(2) Date and C.C. No.
(3) Section.
(4) Sentence.
5. Death—(1) Place.
(2) Date.
(3) By whom reported.
6. Jail No.
7. Finger-print classification—
District. *Signature*
Station. *Designation*

(P.G., dated 20th February 1915.)

[XII—31st March 1914].